

# Complete Agenda

Meeting

**NORTH WALES CJC STRATEGIC PLANNING SUB-COMMITTEE**

Date and Time

**3.00 pm, TUESDAY, 6TH MAY, 2025**

Location

**Virtual Meeting**

Contact Point

**Jasmine Jones**

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**01286 679667**

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## **NORTH WALES CJC STRATEGIC PLANNING SUB-COMMITTEE**

### **Voting Members**

#### **Councillors**

Craig ab Iago  
Christopher Bithell  
Chris Cater  
Alan James  
Hugh Jones  
Nicola Roberts

Cyngor Gwynedd  
Flintshire County Council  
Conwy County Borough Council  
Denbighshire County Council  
Wrexham County Borough Council  
Isle of Anglesey County Council

#### **Eryri Member**

Edgar Wyn Owen

Eryri National Park Authority

#### **Chief Officers**

Andrew Farrow  
David Fitzsimon  
James Harland  
Dewi Jones  
Emlyn Jones  
Gareth Jones  
  
Jonathan Cawley

Flintshire County Council  
Wrexham County Borough Council  
Conwy County Council  
Isle of Anglesey County Council  
Denbighshire County Council  
Assistant Head of Planning and Environment  
Department  
Eryri National Park Authority

#### **Officers in Attendance**

Alwen Williams  
Iwan Evans  
Claire Incedon  
Dewi Morgan  
Sian Pugh

Chief Executive of the Corporate Joint Committee  
Monitoring Officer  
Deputy Monitoring Officer  
Chief Finance Officer  
Assistant Head of Finance

# **A G E N D A**

**1. ELECT CHAIR**

To appoint a Chair for 2025/26.

**2. VICE-CHAIR**

To appoint a Vice-chair for 2025/26.

**3. TERMS OF REFERENCE FOR THE STRATEGIC PLANNING SUB-COMMITTEE 4 - 7**

To review the Terms of Reference for the Strategic Planning Sub-Committee (Appendix 1).

**4. THE STRATEGIC PLANNING SUB-COMMITTEE FORWARD WORK PLAN 8 - 11**

To consider the Forward Work Plan for the strategic planning sub-committee.

**5. APPROACH TO PRODUCING THE STRATEGIC DEVELOPMENT PLAN (SDP) FOR NORTH WALES 12 - 16**

To provide an introduction for the Strategic Planning Sub-Committee on progress with preparing a Delivery Agreement (DA) for the Strategic Development Plan (SDP) for North Wales, as well as highlighting the broad programme for development of the SDP, and some of the key matters it needs to consider.

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REPORT TO THE STRATEGIC PLANNING SUB-COMMITTEE

6th May, 2025

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**TITLE:** Terms of Reference for the Strategic Planning Sub-Committee

**AUTHOR:** Claire Incedon, Deputy Monitoring Officer (interim)

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**1. PURPOSE OF THE REPORT**

- 1.1. To review the Terms of Reference for the Strategic Planning Sub-Committee (*Appendix 1*).

**2. DECISION SOUGHT**

- 2.1. To adopt the Terms of Reference.

**3. REASON FOR THE DECISION**

- 3.1. The Sub-Committee must apply those rules and procedures as adopted by the CJC and set out in the Terms of Reference – these are the powers delegated to the Sub-Committee. Any revision to these terms must be endorsed by the Corporate Joint Committee.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

- 4.1. The Corporate Joint Committee approved the establishment of the Strategic Planning Sub-Committee and its membership, including voting rights, to discharge the function of developing and producing a Delivery Agreement and Strategic Development Plan for the CJC. Whilst the function of developing and preparing the Plan is for the Sub-Committee to carry out, the power of adoption or revision is reserved to the CJC further to Regulation 15 of the North Wales Corporate Joint Committee Regulations 2021 (as amended).
- 4.2. The Strategic Planning Sub-Committee is comprised of 6 voting Members who hold the portfolio for planning from each of the Constituent Councils, and the Chairman from Eryri National Park.
- 4.3. The functions as set out in the Terms of Reference are delegated to the Sub-Committee from the CJC. The functions mirror the responsibilities as set out in the Town and Country Planning (Strategic Development Plan)(Wales)Regulations 2021. In carrying out these functions the Sub-Committee will need to work closely with Welsh Government, Local Authorities and other stakeholders to co-ordinate the development and production of a Plan to meet the strategic ambition on behalf of the Corporate Joint Committee.
- 4.4. The strategic nature of the Sub-Committee's role provides for Plan development on a regional basis with other Local Authorities and partners. Key to delivery is that the Sub-Committee provides strategic advice to the Corporate Joint Committee. To monitor this progress the Sub-Committee can provide quarterly performance management reports to the CJC to include

updates on resource management and Plan development, considering its obligations under the Wellbeing of Future Generations Act and other statutory duties.

- 4.5. Members attention is drawn to a typographical error on the 7th paragraph on the first page - replace LDP with SDP. Also on the second page, 4th paragraph down to replace Regulation 27 with Regulation 40 - annual monitoring report.
- 4.6. The Sub-Committee is supported by an officer led Planning Officer Group (POG). This Advisory Group will be led by an officer from whichever Council is represented through the elected Chair. This lead officer will liaise with the Chair to keep them advised of work programming and project delivery, supported by officers from the Corporate Joint Committee. The Advisory Group will meet regularly to co-ordinate the planning, development and delivery of the relevant programmes and projects, and to manage reports to Sub-Committee. The Sub-Committee cannot delegate any of its decision-making functions to any such sub-group, but may if it so wished establish other sub groups or a task and finish group to support its work.

## 5. FINANCIAL IMPLICATIONS

- 5.1. There are no financial implications arising out of this report.

## 6. LEGAL IMPLICATIONS

- 6.1. The legal and governance implications are addressed in the body of the report.

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### APPENDICES:

**Appendix 1:** Terms of Reference for the strategic Planning Sub-Committee

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### STATUTORY OFFICERS RESPONSE:

**i. Monitoring Officer:**

“The report has been prepared by the Deputy Monitoring Officer. I have no comments to add in relation to propriety.”

**ii. Statutory Finance Officer:**

“The adoption of appropriate Terms of Reference is a key step in the development of the Strategic Planning Sub-Committee, and I support the decision sought. I can confirm that adopting the decision sought does not create an additional financial commitment.”

## **STRATEGIC PLANNING SUB-COMMITTEE - TERMS OF REFERENCE**

### Functions of the Strategic Planning Sub-Committee

The Sub-committee will oversee the following specific functions in the order presented, as per The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021 prior to advising and seeking approval of the CJC (note also the limitations on discharging function under Section 6):

Consider and develop a robust evidence base required for the SDP supported by the SDP working groups and in partnership with the regional Local Planning Authorities.

Oversee the Identification of consultation bodies to be engaged in the SDP process – ‘general’ and ‘specific’ (Regulation 5 & 6),

Prepare a draft Delivery Agreement (Timetable and Community Involvement Scheme) for preparation of the SDP and SA/SEA – including engagement, content, notification and publication requirements (Regulations 7 to 12)

Prepare the SDP (Form, Content of the SDP and Proposals Map) in line with (Regulations 13 to 14)

Have regard to additional matters that the CJC need to be informed of, that being Section 108 of the Transport Act 2000 and other matters (Regulation 15)

Undertake a call for candidate strategic locations and sites and prepare a “candidate strategic sites and locations register” for the purposes of informing land availability across the region (Regulation 16 (1)(b)-(d))

Oversee the production of the SDP Pre-deposit proposals (preparation, participation and proposals documents) – for the purpose of considering a range of alternative options and strategies (Regulation 16 to 17).

Oversee the production of the SDP Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) in line with (s39 (2) Planning and Compulsory Act 2004 (as amended) and SEA Regulations 5(2) and 5(4) respectively).

Prepare and undertake the necessary pre-deposit public consultation (Regulation 18)

Prepare the Pre-deposit public consultation representations report for the CJC (Regulation 19)

Oversee the Deposit Plan preparation – Documents to be prepared, notification and publication requirements, statutory public consultation (6 weeks minimum) and consideration of representations (Regulations 20 to 22)

Prepare submission of the SDP for examination – Documents to be prepared/submitted, publication and notification requirements (Regulation 23)

Prepare for and manage the Independent Examination of the SDP including notification and publication requirements (Regulation 24)

Consider and respond to the Inspectors Report - including notification and publication requirements (Regulation 25)

Where necessary, the sub-committee will respond to matters related to 'matters preventing adoption' (Regulation 26), 'direction to modify the SDP' (Regulation 27) and 'call in' (Regulations 28 – 32)

Prepare for Adoption – including adoption procedures, notification and publication requirements (Regulation 35)

Oversee the production of the Annual Monitoring Report (AMR) - including content, publication and notification requirements (Regulation 40).

Oversee the production of the SDP Review and Review Report (no later than 6 years following adoption) (Regulation 39)

### **Programme & Project Management**

to co-ordinate the planning, development and delivery of relevant Programme(s) / Project(s) within these Terms of Reference;

to monitor and review progress and impact of relevant Programme(s) / Project(s), and to put forward any recommendations to the Corporate Joint Committee.

To monitor and review the level and deployment and value for money of resources including staff and where it deems appropriate make recommendations to the CJC in relation to these matters.

To monitor and review the level and deployment of resources required including staff and where it deems appropriate make recommendations to the CJC in relation to these matters.

### **Performance Management**

The following will be undertaken:

To co-ordinate the reporting of performance to the CJC at least Quarterly in line with the SDP Delivery Agreement or as actioned by the CJC

To co-ordinate and present a statutory Annual Monitoring Report (AMR) to the CJC upon adoption of the SDP

To present a SDP Review Report to the CJC where required under statutory regulation or early if the AMR concludes otherwise.



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REPORT TO THE STRATEGIC PLANNING SUB-COMMITTEE

6th May, 2025

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**TITLE:** The Strategic Planning Sub-Committee Forward Work Plan

**AUTHOR:** Claire Incedon, Deputy Monitoring Officer (interim)

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**1. PURPOSE OF THE REPORT**

1.1. To consider the Forward Work Plan for the strategic planning sub-committee.

**2. DECISION SOUGHT**

2.1. To agree the Forward Work Plan.

2.2. That the Chair may amend the Plan to take account of variations in work scheduling subject to the Plan being brought to the following meeting of the sub-committee for agreement.

**3. REASON FOR THE DECISION**

3.1. The Forward Work Plan sets out a calendar of meetings for the period up to December 2025, and aligns with the meeting dates of the CJC and the current adopted timetable for production of a Delivery Agreement and initial planning stages.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

4.1. The Forward Work Plan sets out the calendar of meetings, and in addition outlines the work to be undertaken by the sub-committee further to its delegated functions, and those functions of preparing a strategic development plan retained by the CJC under Regulation 15 of the North Wales Corporate Joint Committee Regulations 2021.

**5. FINANCIAL IMPLICATIONS**

5.1. There are no financial implications arising out of this report.

**6. LEGAL IMPLICATIONS**

6.1. The legal and governance implications are addressed in the body of the report.

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**APPENDICES:**

**Appendix 1:** The Strategic Transport Sub-Committee Forward Work Plan:  
May - December 2025

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**STATUTORY OFFICERS RESPONSE:**

**i. Monitoring Officer:**

“The democratic process of the sub-committee is properly addressed through an agreed work programme, which is set out in this Forward Work Plan.”

**ii. Statutory Finance Officer:**

“No comments from the perspective of financial propriety.”

## STRATEGIC PLANNING SUB COMMITTEE FORWARD WORK PROGRAMME

Timetable		SPSC Meeting Date	Agenda items
1	Inaugural SPSC and informal Strategic Briefing	6 May 2025	<ul style="list-style-type: none"> <li>• Elect Chair</li> <li>• Elect Vice Chair</li> <li>• TORs</li> <li>• FWP</li> <li>• SDP introductory report: including update on steps to prepare a draft Delivery Agreement (timetable and Community Involvement Scheme) for preparation of the SDP and SA/SEA</li> </ul>
2	SPSC to make recs - approve DA for submission to WG	26 June 2025	<ul style="list-style-type: none"> <li>• Recommend submission of DA to WG</li> </ul>
		<i>(CJC 18 July)</i>	<i>CJC decision to submit to WG.</i>
3	SPSC	October/ November (TBC)	<ul style="list-style-type: none"> <li>• Quarterly report: <ul style="list-style-type: none"> <li>- Progress on DA / or as actioned by CJC</li> <li>- Update on programme of work and projects</li> <li>- Emerging Regional Profile and Strategic issues for SDP to address including links to RTP and Growth Deal</li> <li>- Performance management</li> <li>- Financial performance</li> <li>- Strategic developments</li> </ul> </li> </ul>
		<i>(CJC 21 November)</i>	<i>DA goes to CJC for final approval 21 Nov CJC.</i>
		<b>General: Sub-committee responsibilities</b>	<b>Deliverables</b> The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021 – delivery specific steps as set out in TORs. <ul style="list-style-type: none"> <li>• Provide strategic advice/updates to CJC</li> <li>• Provide responses to WG on spatial planning matters.</li> <li>• To co-ordinate and present a statutory Annual Monitoring Report (AMR) to the CJC upon adoption of the SDP</li> </ul> <b>monitor &amp; review deliverables (to make recs to CJC as necessary)</b> <b>Co-opted Members (voting)</b> – to be kept under review <b>Co-optees (non-voting)</b>

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**REPORT TO THE STRATEGIC PLANNING SUB-COMMITTEE**

**6th May, 2025**

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**TITLE:** Approach to producing the Strategic Development Plan (SDP) for North Wales

**AUTHOR:** Alwen Williams, CJC Interim Chief Executive  
Andy Roberts, Regional Strategic Planning Officer

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**1. PURPOSE OF THE REPORT**

- 1.1. This report provides an introduction for the Strategic Planning Sub-Committee on progress with preparing a Delivery Agreement (DA) for the Strategic Development Plan (SDP) for North Wales, as well as highlighting the broad programme for development of the SDP, and some of the key matters it needs to consider.

**2. DECISION SOUGHT**

- 2.1. To note the position with the SDP.

**3. REASON FOR THE DECISION**

- 3.1. To ensure that the Strategic Planning Sub-Committee is made fully aware of the approach to be taken with the SDP and the main stages involved in the plan making process.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

- 4.1. New Statutory powers and duties were imposed on Corporate Joint Committees by the Local Government and Elections (Wales) Act 2021, relating to regional economic well-being, spatial planning, and transport planning.
- 4.2. The aim is to promote collaborative regional working to deliver more effective outcomes for communities by ensuring key issues, development and associated infrastructure is planned for in an integrated and comprehensive way, which is aligned tightly to economic development ambitions and Welsh Government's vision for a more strategic approach to both land-use and transport planning.
- 4.3. In regard to spatial planning, the statutory duty to prepare both a Local Development Plan (LDP) and an SDP is set out in the Planning and Compulsory Purchase Act 2004 (as amended). The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021 (SDP Regulations) were subsequently made enabling CJsCs to prepare an SDP. A draft SDP Manual was issued to all Local Planning Authorities (LPAs) in Autumn 2022, which it is anticipated will be finalised in Spring 2025. The draft Manual provides guidance on high-level timelines to produce an SDP and is detailed and prescriptive, anticipating that an SDP should take five years to produce.

- 4.4. It is not anticipated therefore that the SDP will be adopted until 2030 earliest, and in the interim LDPs must be kept up to date, ensuring, for example, that investment and sustainable development can continue to take place in a Plan-led way, providing confidence to all stakeholders including investors, developers, and communities. Ultimately, the preparation of SDPs will enable a more consistent, cost effective and efficient system for plan-making, with key decisions taken once at the strategic level. This will allow larger than local issues such as the scale of housing and jobs, and their spatial distribution across a number of LPAs, to be planned for in an integrated and comprehensive way.
- 4.5. To support the preparation of the SDP, an appropriate officer from the North Wales Local Authority network regarding regional spatial planning has been recruited to be the Regional Strategic Development Planning Officer (Corporate Joint Committee). This ensures representation for local authority (LA) and regional interests, allied to subject matter expertise. A secondment with the North Wales CJC started in this role in January 2025, initially on a shared time basis, and has been full time as of 1st April, 2025.

## **5. SDP PROGRESS**

- 5.1. The Regional Strategic Development Planning Officer is initially supporting the preparation of the SDP programme plan and Delivery Agreement (DA), which is a public statement that contains the Community Involvement Scheme (CIS) setting out how and when stakeholders and the community can become involved in the Plan making process and a timetable (Regulation 10) for preparing the SDP - Regulation 11 (1). They will analyse the requirements of the SDP and liaise across all stakeholder groups, collaborating to produce the SDP.
- 5.2. The indicative timetable (as approved by the Corporate Joint Committee) for this work is outlined below:
1. CJC authorised the preparation of DA - January 2025
  2. Prepare draft DA and informally consult key consultees – March-April 2025
  3. Revise draft DA (if required) – April 2025
  4. Formally consult on DA – May-June 2025
  5. CJC to formally adopt DA – July 2025
  6. Submit adopted DA to Welsh Government – July-August 2025
  7. Publish DA on website and formally notify all stakeholders – asap following WG approval
- 5.3. A first draft Delivery Agreement has been prepared and has been sent to Welsh Government for their initial views as per task 2 above. It will then go to key consultees following Welsh Government feedback and any necessary revisions made (task 3) before it goes out for wider consultation (task 4). Depending on timely feedback these stages are essentially on track in relation to the indicative timetable above, with perhaps a minor slippage of a couple of weeks, but there is flexibility in the above timetable for this.

## **6. BROAD PROGRAMME FOR THE SDP**

- 6.1. The Delivery Agreement is an essential project management tool given that the overall programme for preparing an SDP is likely to take at least five years. This mirrors the guidance that is set out in the draft SDP manual produced by Welsh Government. Part of the challenge for the CJC is to ensure that the plan can be delivered in a timely manner and in accordance with the Delivery Agreement, but the process will be regularly monitored to understand where savings of time and resources may be applied to shorten the overall timeframe for the SDP.

- 6.2. The SDP Regulations identify several key stages as part of the process of producing a plan which must be worked through in a sequential order, with realistic timeframes applied at each stage. These key stages and the purpose of them is summarised as follows:

SDP Key Stage	Main Purpose
<b>Stage 1</b> Delivery Agreement	Set out how the plan will be produced, how people can participate in the process, what resources are required, and how long it will take. Informally consult on the DA as part of its development.
<b>Stage 2</b> Pre-deposit – evidence base preparation	Collate robust evidence base and assess the key issues that the plan needs to tackle. Use this analysis to prepare growth and spatial options to inform development of a Preferred Strategy (PS). There should be a call for candidate strategic sites and locations for development, and the creation of a scope for the assessment of the sustainability and impact of the plan as it progresses.
<b>Stage 3</b> Preferred Strategy	Identify the preferred growth and spatial strategy option for the broad level and location of strategic growth in the Region and publish this as the Preferred Strategy for the SDP. Carry out a formal six-week stakeholder and public consultation on the Preferred Strategy.
<b>Stage 4</b> Deposit Plan	Having taken account of feedback from the PS stage, prepare a full version of the SDP containing all relevant strategic policies and proposals identified at the various earlier stages in the process. Carry out a formal six-week stakeholder and public consultation on the Preferred Strategy.
<b>Stage 5</b> Submission	Prepare a formal response to the representations made to the Deposit plan and any schedule of changes that may result. The CJC to approve this response and agree to the submission of the plan as a sound plan that is capable of being adopted, for public Examination.
<b>Stage 6</b> Examination	Formal Examination of the soundness of the SDP by an independent Planning Inspector(s) from Planning Environment Decisions Wales (PEDW).
<b>Stage 7</b> Inspector's Report	Receive and consider the Inspector's Report following the Examination. Issue a notice of intention to adopt the plan.
<b>Stage 8</b> Adoption	CJC to formally resolve to adopt the plan within 8 weeks of the receipt and consideration of the Inspector's Report.

- 6.3. It will also be important to consider the level of resources in place and required to meet this programme in a timely manner. There are several options under consideration in parallel with the production of the Delivery Agreement that include the creation of in-house planning roles within the CJC, use of specialist consultants, and understanding any capacity within Local Authorities to provide further support for the SDP.
- 6.4. Successful delivery of an SDP will likely require a combination of these options, depending on the stage reached, the budget available and where Local Planning Authorities are with their emerging LDP reviews. The DA must have sufficient capacity and flexibility to be able to respond to potentially significant milestones within its planned timeframe which could include the outcomes of Senedd or local elections, changes to national policy or guidance, or the availability of funding for investment in strategic projects. These are not easy to predict in advance.
- 6.5. Finally, the production of an SDP provides several opportunities for the CJC:
- To create a vision of the place we want the North Wales Region to be in 25-30 years' time;

- To establish a spatial context for the location of growth and development that will dovetail with the strategic transport context already well developed for the region;
- To facilitate the delivery of transformational economic and infrastructure projects linked to the availability of significant public funding;
- To demonstrate the significance of the role the region plays in the wider national and international market and economy;
- To set a consistent context for future Local Development Plans or LDP ‘lites’, where the levels and distribution of growth have already been determined, a strategic planning policy context has already been agreed, and local plans can simply focus on delivery.

## 7. FINANCIAL IMPLICATIONS

- 7.1. Costs will be drawn from existing North Wales CJC budgets with the necessary support from the CJC’s Legal and Finance teams. The CJC will also seek further funding support from the Welsh Government.

## 8. LEGAL IMPLICATIONS

- 8.1. The Corporate Joint Committee has a statutory duty to prepare a Strategic Development Plan further to the Planning and Compulsory Purchase Act 2004 (as amended). The specific requirements and steps to produce a Strategic Development Plan are set out in The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021.

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### APPENDICES:

None

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### STATUTORY OFFICERS RESPONSE:

i. **Monitoring Officer:**

“The report presents a clear and logical approach to creating the Delivery Agreement for the SDP. The decision pathway is appropriate and appropriately reflects the governance requirements.

ii. **Statutory Finance Officer:**

“I have no objections to the decision sought from the perspective of financial propriety. The predicted expenditure in 2025/26 in developing the Strategic Development Plan have been considered when setting the budget.”