



Draft Delivery Agreement Gwynedd Local Development Plan

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This document is a draft version of the DA, which is the subject of a public consultation.

PART 1: Context

1.1 Introduction

1.1.1 The Planning and Compulsory Purchase Act 2004 makes it a requirement for local planning authorities in Wales to prepare a **Local Development Plan** (LDP) for their areas. This draft Delivery Agreement (DA) has been prepared by Cyngor Gwynedd as one of the steps in the preparation of the Local Development Plan (LDP). After its adoption, the Local Development Plan (LDP) will replace the Joint Local Development Plan (the current plan). Those areas of Gwynedd inside the Eryri National Park do not form part of the LDP area. The map on the page three shows the Local Development Plan area.

1.1.2 Local Development Plans are at the heart of the planning system. The purpose of the Local Development Plan is to inform decisions on future development proposals and address the needs and opportunities of the area. The Local Development Plan must contribute to achieving sustainable development and be consistent with the relevant national and regional planning principles and policies. In essence, the purpose of a Local Development Plan is to provide guidance as to the types of developments suitable in different locations. The law makes it clear that decisions on planning applications should be made in accordance with the policies contained in the Local Development Plan unless there are other relevant planning considerations.

1.1.3 A DA must be prepared before being able to proceed to the formal process of preparing the LDP. The final version of the DA is an important and legal part of the process of preparing the LDP and forms an official agreement between Cyngor Gwynedd and the Welsh Government. During the Examination in Public for the LDP, any deviations from the DA that were not agreed to by the Welsh Government will form an important test of the soundness of the LDP. The content of the DA and the manner in which the Council will implement it is therefore crucial to the preparation of a sound LDP.

1.1.4 In accordance with Local Development Plans Regulations 6, 8 and 9 and the Development Plans Manual, this draft DA has been divided into two sections:

- **The timetable** outlines specific dates for the steps of preparing the LDP until the Deposit Plan period with indicative dates until adoption.
- **The Community Involvement Scheme**, which will outline;
 - with whom the Council will make contact when preparing the LDP;

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- how and when Council officers, Elected Members, the public, groups with an interest in the area and developers can contribute to the overall process;
- what happens to the representations?

More information regarding the Community Involvement Scheme is in Part 5 of the DA.

1.1.4 The DA outlines how the LDP will be assessed in accordance with the requirements of the Development Plans Manual (March 2020) by means of the Sustainability Appraisal and Integrated Sustainability Appraisal, including the Plan's Impact Assessment on the Welsh Language. Further information on matters that need to be considered when preparing the LDP is in the following diagram (Development Plans Manual March 2020).

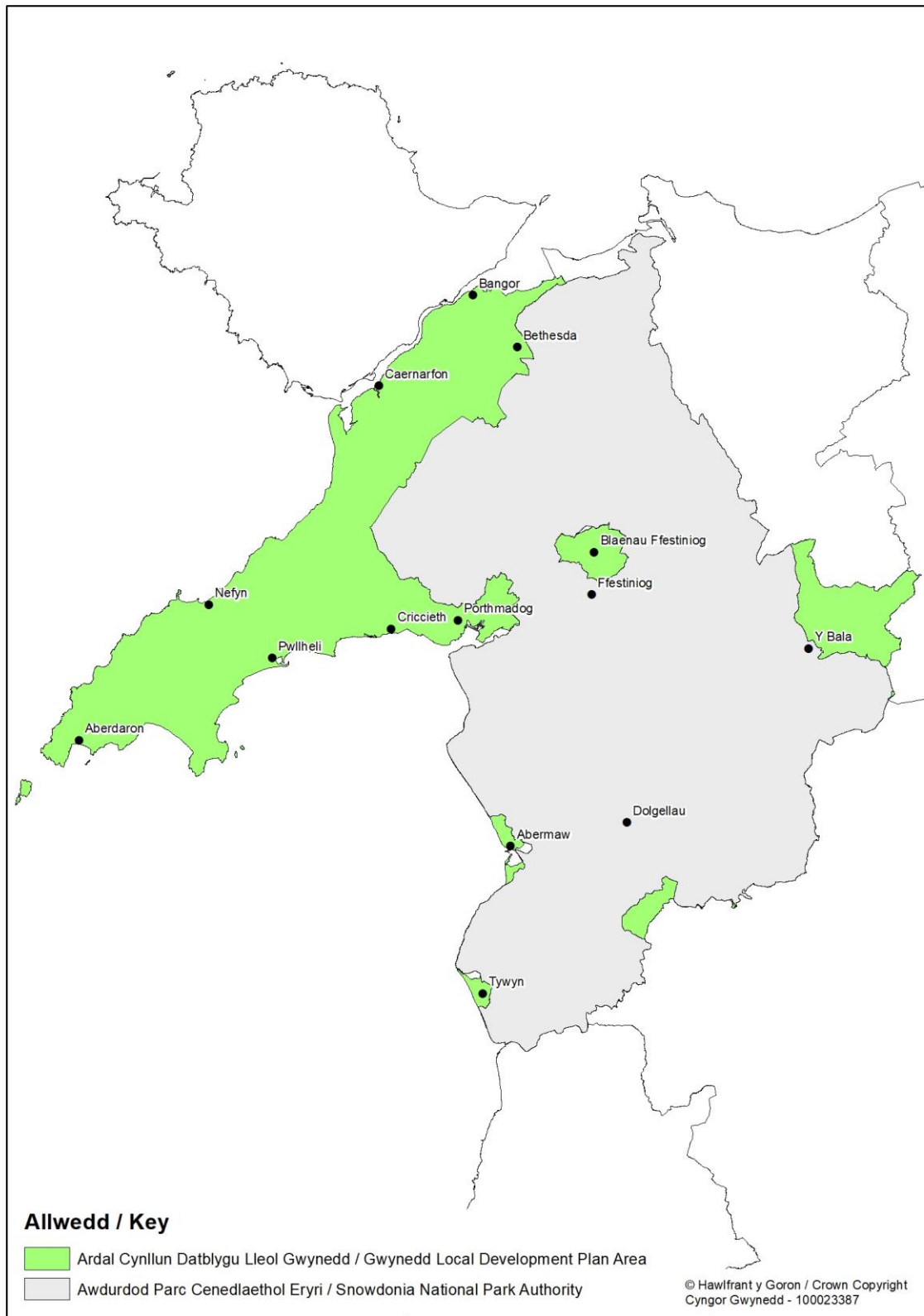
Diagram 5: LDP Process



*See Chapter 8 for the Short Form Revision procedure

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Map 1: LDP Area

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1.2 The current position

- 1.2.1 A Review Report was prepared following a review of the Joint LDP; it was concluded that a Full Revision of the Joint Local Development Plan needed to be undertaken. Since the Review Report was prepared, a decision has been made by Cyngor Gwynedd and the Isle of Anglesey County Council to bring the joint working arrangement to an end and to prepare Local Development Plans for the individual Local Planning Authorities.
- 1.2.2 Although it is a new LDP, the Plan will build on the work of the current LDP (where relevant) and if, for example, matters, objectives, core evidence, policies or proposals, remain relevant and current following a thorough reassessment, they can be continued in the new LDP.

1.3 Preparing the Delivery Agreement

- 1.3.1 This draft DA will be the subject of consultation with key stakeholders. Every representation received will be given due consideration and the DA will be amended where it is appropriate to do so. If the Council decides that it is satisfied with the DA, it will be submitted to the Welsh Government for its approval. Appendix 1 includes a flow-chart, showing the process that must be followed when preparing the DA. The Council will have to keep an eye on progress against the content and timetable of the DA. Should it be necessary to make amendments, then the same process will have to be repeated.

1.4 Soundness Tests

- 1.4.1 LDP must pass the 'soundness' test, i.e. the Council must ensure that the Plan has been prepared accurately and satisfies the three soundness tests that have been outlined in Development Plans Manual 3 (March 2020) as outlined below.
1. Is the plan suitable? (Is it clear that the LDP is consistent with other plans?)
 2. Is the plan appropriate? (Is the plan appropriate for the area in light of the evidence?)
 3. Will this Plan Deliver? (Is the plan appropriate for the area in light of the evidence?)
- 1.4.2 The Inspector will undertake a Public Examination that will decide whether or not the LDP is sound. More information about the soundness tests can be found in Appendix 4 of this DA.

1.5 Sustainability Appraisal Integrated Impact Assessments

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- 1.5.1 For the LDP, the Council must consider establishing the Sustainability Appraisal (SA) baseline, which includes the requirements of the Strategic Environmental Assessment (SEA) and reconsideration of the validity of the SA framework for the Joint Local Development Plan. If there are parts of the SA framework for the current LDP that are still relevant these will be updated for the new LDP.
- 1.5.2 Guidelines set out in the Development Plans Manual (March 2020) outline how an Integrated Sustainability Appraisal can be a rational way of assessing the impact of the Plan on specific matters, including the well-being of future generations act, health impacts, impact on the Welsh Language, Equality Impact. A scoping report will be prepared, and a consultation will be undertaken on the report early in the process of preparing the Plan to ensure that the framework used is appropriate.
- 1.5.3 Once the SA/ISA has been scoped, it will be used to assess policies and proposals that will be developed and submitted as part of the Plan. Reports will be prepared alongside the specific steps of the process of preparing the LDP, which will document the assessments on these steps. The assessments undertaken will be part of the consultations on the specific steps (outlined in Appendix 2) The SA/ISA will be an important part of undertaking assessments of potential sites that will be brought forward through the call for sites process.
- 1.5.4 A habitats regulations assessment (HRA) will also be carried out. The HRA will be prepared separately to the SA/ISA. The HRA will assist the preparation of the strategy, policies and land allocations of the LDP by noting their potential to affect nationally designated environmental habitats i.e. Special Areas of Conservation, Special Protection Areas and Ramsar sites. If there is a land use plan with the potential to substantially affect the site, a detailed Appropriate Assessment is needed to assess the impacts and to consider the suitability of options and mitigation measures.

1.6 Joint Working

- 1.6.1 The joint working agreement on planning policy matters included preparing a Joint Local Development Plan between Cyngor Gwynedd and the Isle of Anglesey County Council. The Joint working arrangement came to an end on 31 March 2023 following a decision by the Cyngor Gwynedd Cabinet and the Isle of Anglesey County Council's Executive Committee to establish new planning policy teams for both Councils. Although the joint working arrangements have ended and both Councils have decided to prepare separate Local Development Plans, when opportunities arise to prepare or commission pieces of work on a joint basis, the feasibility of this will be considered.
- 1.6.2 The steps taken by neighbouring Authorities in relation to their Local Development Plans have been noted in the table below:

Authority	Stage
Conwy County Borough Council	Deposit

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Powys County Council	Preferred Strategy
Eryri National Park Authority	Review Report
Isle of Anglesey County Council	Review Report
Denbighshire County Council	Preferred Strategy

- 1.6.3 When considering the steps taken by the above Authorities, the only Local Planning Authority (with the exception of Isle of Anglesey County Council) that is about to start preparing a Local Development Plan is the Eryri National Park Authority. It is not considered that collaborating with the National Park to prepare a Joint Local Development Plan is an option due to the difference in priorities, vision, and objectives of both plans. Eryri is a much more rural area with a much smaller population which also includes part of Conwy Borough Council and while also considering the statutory role of the National Park LPA and that any growth will be met by Gwynedd and Conwy’s Local Development Plans.
- 1.6.4 Despite what is noted above, it is noted that it is intended to collaborate with neighbouring Local Planning Authorities when preparing the Plan, receiving their input in relation to the Plan's development and ensuring that the Plan is compatible with the Plans of those authorities. Furthermore, as appropriate, there may be opportunities to undertake studies/develop an evidence base on a joint basis. This already happens between Anglesey, Gwynedd and the National Park for example with a Review of Employment Land and Needs Assessment of Gypsies and Travellers.

1.7 Strategic Development Plan (SDP)

- 1.7.1 The planning system in Wales includes three tiers with Future Wales: The National Plan 2040 sitting at the top with Strategic Development Plans and Local Development Plans sitting underneath. The National Plan, is the national framework that determines a development direction in Wales until 2040 with a strategy addresses key national priorities through the planning system, including supporting and developing a vibrant economy, ensuring de-carbonisation and resilience in the climate, development of strong ecosystems and improving the health and well-being of our communities.
- 1.7.2 Cyngor Gwynedd is part of the North Wales region and a Strategic Development Plan is expected to be prepared for the region. However, no regional team is currently in place and no Delivery Agreement has yet been drawn up to prepare the SDP, therefore, there is no timetable to prepare and adopt the SDP yet. Work on preparing a new LDP must proceed to ensure that an up-to-date local policy framework is in place for the Gwynedd local planning area as soon as possible.
- 1.7.3 The Council acknowledges that there may be useful collaboration opportunities to explore and deliver when considering gathering evidence that could be useful for Strategic Development Plans and Local Development Plans.

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1.7.4 Local Development Plans must generally comply with the NDF and/or the Strategic Development Plan (when adopted) and this is one of the soundness tests that will be explored during the examination.

1.8 Supplementary Planning Guidance

1.8.1 The current Plan is supported by a series of Supplementary Planning Guidance that are listed below

Supplementary Planning Guidance – Housing Mix (October 2018)
Supplementary Planning Guidance – Open Spaces in New Housing Developments (March 2019)
Supplementary Planning Guidance – Local Market Housing (March 2019)
Supplementary Planning Guidance - Affordable Housing (April 2019)
Supplementary Planning Guidance – Replacement dwellings and conversions in the countryside (September 2019)
Supplementary Planning Guidance - Planning Obligations
Supplementary Planning Guidance - Maintaining and Creating Distinctive and Sustainable Communities
Supplementary Planning Guidance - Change of use of community facilities and services, employment sites and retail units
Supplementary Planning Guidance- Tourism Accommodation and Facilities
Supplementary Planning Guidance – Slate Landscapes of North West Wales

1.8.2 The purpose of the SPG is

- Assist applicants and their agents in preparing planning applications and in guiding them in discussions with officers before submitting planning applications,
- assist officers to assess planning applications, and officers and councillors to make decisions about planning applications, and
- help Planning Inspectors to make decisions on appeals. The general aim is to improve the quality of new developments and facilitate a consistent and transparent way of making decisions.

1.8.3 As part of preparing the LDP, the current guidance will need to be reviewed to ensure that they are still valid and support the policies being prepared as part of the LDP. Consideration will also need to be given to the need to prepare any new SPG to support LDP policies. If new SPG will need to be prepared,

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this will be noted as the process of preparing the Plan proceeds. Any new SPG will be the subject of a consultation with relevant stakeholders.



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PART 2: The resources and the timetable

2. The timetable for preparing the various steps in the process of preparing the LDP, how the process is managed and information regarding the resources required for its preparation is one key element of the Delivery Agreement (DA).

2.1 The resources - staff

- 2.1.1 It is a requirement for the Council to commit staff and funding resources for undertaking the various steps in the process of preparing the LDP.
- 2.1.2 As the Planning Policy Team has already been through a process of preparing and adopting the current LDP, they have extensive knowledge and experience. This experience is valuable and means that there is an understanding of what is needed when preparing a LDP. In addition, as the current LDP includes a detailed evidence base, this means that it is possible to review current policies and update the current evidence base, which may mean the workload is less than what was required when the first LDP was produced. The table below shows staff resources.

<u>Officer Title</u>	<u>% of officer time allocated for the LDP</u>
Assistant Head	10
Planning Policy Manager x1	60
Team Leaders x2	70
Senior Planning Officers x2	85
Planning Officer x1	90
Support Officer x1	90

- 2.1.3 Officers from other Services of the Council will also be a part of various aspects of preparing the LDP, as required. This support will include assistance when forming policies, sustainability assessment, habitat regulations assessments and expert advice to respond to the observations received. The Council's Communication and Engagement Officer/Communication Team will assist in the participation and consultation steps as required.
- 2.1.4 When required, external consultants will be commissioned to undertake technical/specialist surveys to add to the Planning Policy Services capacity, or to provide advice on specific technical/specialist matters. Funding resources are available for this work.

2.2 The resources – funding

- 2.2.1 Based on past experiences of preparing development plans and the experiences of other authorities, the Council has allocated a sum of money to

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ensure that the LDP moves forward through the process in accordance with the Delivery Agreement and at least until the end of the Examination in Public. Bids will be made for additional funding if required by means of the usual internal bidding processes of the Council.

2.3 The timetable

2.3.1 The table below outlines the key steps in the process of preparing the LDP and it notes the proposed draft timetable for the completion of these steps. The timetable is based on resources referred to above. A more detailed timetable can be found in Appendix 2.

2.3.2 The Timetable reflects the guidance in the Development Plans Manual (March 2020). It has been divided into two parts with definitive stages and indicative stages.

Stage Number	Stage	Timetable	Key Consultation Periods
Definitive			
1	Delivery Agreement - Preparation - Consult with key stakeholders - Submission	September 2023 - March 2024	Public Consultation October October-November 2023 Approval by the Council March 2024 Submit to the Welsh Government March 2024
2	Pre-deposit - prepare, content and consultation - Vision Paper with strategic options - Call for sites Need Specific Background Papers	March 2024 - August 2025	Call for sites March/April 2024 for at least 6 weeks
3	Pre-deposit Consultation Preferred Strategy Impact Assessments SA/SEA and HRA	March 2024 - August 2025	March 2025 to April 2025

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4	Deposit Plan	September 2025 - August 2026	Public Consultation December 2025/January 2026
Indicative			
5	Submission	September 2026	n/a
6	Examination	11 months of submission (target)	A further consultation may be undertaken following the examination
7	Inspector’s Report	August 2027	
8	Adoption	September/October 2027 (must be adopted within 8 weeks of receiving the report)	n/a
9	Monitoring and Review	Ongoing post adoption	Annual Monitoring Reports due October each year and the Plan Review no later than 4 years from adoption date

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PART 3: Risk management

3.1 Making decisions

- 3.1.1 A Planning Policy Working Group has been established, which have the responsibility for preparing and shaping the LDP. The Working Group is formed by 15 members representing the Council's political balance.
- 3.1.2 It will be the responsibility of Cyngor Gwynedd Cabinet to make decisions on the content of the documents associated with the preparation of the LDP e.g. Delivery Agreement and the pre-deposit documents. Cabinet decisions will be made based on having regard to all available evidence, together with consideration of the input/comments of the Working Group. Further there is a statutory responsibility on the Full Council to make some of the decisions related to the Plan. The table in Appendix 3 identifies the role of the different committees in the process.

3.2 Factors that could influence the process

- 3.2.1 The Council is of the opinion that the timetable that has been identified is realistic and can be achieved. Every effort will be made to keep to that timetable. However, some matters have been identified where there is a risk that they could lead to a departure from the timetable noted in this DA. More details regarding the risks and the steps that are intended to be taken to meet/mitigate those risks are in Appendix 5.

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PART 4: Monitoring and Reviewing

4.1 Monitoring and reviewing against the DA

4.1.1 The Cabinet will monitor and review the progress made against the DA throughout the work of preparing the LDP in order to ensure that the steps of the DA are being achieved in accordance with the proposed timetable. The following are examples where there could be a need to review and amend the DA:

- If the process is delayed substantially in terms of the timetable (3 months)
- If any substantial changes are required to the Community Involvement Scheme
- If there are any substantial changes in the resources available to the Council
- If any new legislation, regulations or guidance from the UK or the Welsh Government make it a requirement that new procedures or tasks have to be implemented
- If there are any other changes that have not been foreseen that have a material effect on the presentation of the plan in accordance with the DA.

4.1.2 If the Council identifies that there is a need to review the DA, there must be a re-discussion with the specific consultation bodies and agreement must be sought from the Welsh Government in accordance with the LDP Regulations.

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PART 5 – Scope of the Community Involvement Scheme (CIS)

5.1 Introduction

5.1.1 The Regulations of the LDP require that Councils work in partnership with stakeholders and communities early on in the process of preparing the LDP. The Well-being Act 2015 has introduced seven well-being aims to help ensure that public bodies work toward the same vision, of a sustainable Wales and to determine the 'Five Ways of Working' public bodies need to show that they have delivered when undertaking their sustainable development duty. Giving consideration to the five ways of working below is an important part of the Local Development Plans system.

Long term	- Taking account of how what we do now may affect communities and services in the future
Prevention	- Acting to prevent problems occurring or getting worse
Integration	- Considering how the well-being objectives contribute to each of the well-being goals, affect other objectives, or those of other public bodies
Collaboration	- Working with others to meet the well-being objective
Involvement	- Involving people in achieving the well-being goals and ensuring that those people reflect the diversity of local communities

5.1.2 One of the key objectives of the Development Plans system is that Plans should be **based on including communities early, effectively and meaningfully in order to understand and consider a wide range of viewpoints.** (Development Plans Manual March 2020). The DA notes how and when communities will be included in the LDP process to give communities an opportunity to help prepare and influence the contents effectively.

5.1.3 The Community Involvement Scheme sets out what the Council intends to do and where time allows and, if relevant, the Council can provide additional engagement periods.

5.2 Objectives and principles of the Community Involvement Scheme (CIS)

5.2.1 The purpose of public participation is to ensure that a wide range of communities, individuals who have an interest and specific consultation bodies participate in the decision-making process regarding the contents of

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the LDP. This is done by encouraging discussion and sharing relevant information. The Council is of the opinion that involving communities early in the LDP process is crucial to ensure local ownership and the legitimacy of policies that will determine the development of the area in future. This method should reduce the time taken to adopt the plan by reducing the number of objections to policies in the deposit LDP and, therefore, reduce the time spent on the later stages of the process of preparing the plan. The process of reaching consensus is assisted by establishing and sharing a common base of information for key matters from the very beginning of the process. This method of working is reinforced when considering guidance in the Development Plans Manual March 2020. It sets out the importance of consulting early in the process of preparing the Plan to ensure an understanding and consider *a wide range of viewpoints, with the aim of building a broad consensus on the spatial strategy, policies and proposals.*

5.2.2 It will be important for those interested in the plan to participate in every step of the process, including the initial steps where there are opportunities to help shape and influence the plan. The Council considers that this CIS outlines the circumstances to make this possible.

5.2.3 The CIS will provide an understanding of the following:

- The periods when the communities can participate in the process and to what extent;
- The range of possible methods and techniques used to ensure that communities can participate in the process.

5.2.4 The table below sets out the principles of Community Involvement

Can access information	So that communities and stakeholders can make the correct choices and understand the context of the LDP, appropriate and timely information will be provided, in an easily accessible and understandable form.
Early participation	Ensure that communities and stakeholders have every opportunity to get involved and participate from the very first stage of the process of preparing the LDP. Contributions will be encouraged during the times of preparing the LDP when ideas can best influence the process.
Relevant information	The available information will encourage involvement and participation throughout the process and it will be appropriate and relevant to each specific group, based on a clear understanding and the needs and experience of the communities and stakeholders

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Regular feedback	Provide regular feedback so the communities and stakeholders can see how ideas develop or be informed of why ideas cannot be developed further.
Transparency	Be clear from the very beginning regarding who will take part and when, including their role during each step.
Sharing information	Ensure that contributions from communities are fed into work undertaken on plans and other key strategies.

5.3 From whom will we expect input?

5.3.1 We will be concentrating on getting input from the following:

The Public, namely individual members who live, work or stay in the LDP area. These hard to reach groups can include, for instance, young people, older people, Gypsies and Travellers, disabled individuals and individuals who are suffering due to economic and social deprivation. Current partnerships will have a role to play to reach some of these. Some of the general consultation bodies referred to below will also have a role to play.

Businesses, landowners, developers and their agents: Some general consultation bodies will have a role to play to reach some in the business community, landowners and developers. Landowners and prospective developers and their agents will have an opportunity to submit ideas/proposals for land that could be available to be developed early on in the process by registering information on the **Register of Potential Sites** (see para 5.12).

General consultation bodies: namely, groups and organisations which have a specific interest in the area e.g. bodies that represent the interests of different race or ethnic groups; bodies that represent the interests of those running their businesses in the LDP area; bodies that represent the interests of the Welsh culture in the area. A list of these can be found in Appendix 6.

Specific consultation bodies, namely those that the Council has to consult with e.g. the Welsh Government, Natural Resources Wales, Cadw, Community and Town/City Councils and nearby authorities. A list of these can be found in Appendix 6

Contacts Database: When preparing the current Joint Local Development Plan, a contacts database was developed, which included a large number of individuals and organisations that had expressed an interest in the process of preparing the Plan or had participated in consultations and the specific steps of preparing the Joint LDP. This database has been transferred as a contacts database for the Gwynedd LDP and it is deemed a comprehensive database.

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However, anyone has the right to request to be added to the contacts database at any time or to be removed from the database. Anyone who submits observations during any of the consultation periods will be added to the contacts database.

5.4 When will the communities and key stakeholders participate in the process?

5.4.1 The timetable for the preparation of the LDP can be seen in appendix 2. Information can also be found on the opportunities that will be available to the communities and key stakeholders to take part in the process.

Sustainability Assessment/Strategic Environmental Assessment (SA/SEA)

5.4.2 Every stage of the LDP process will have to be the subject of a SA. SA is a technical process but interested parties are given an opportunity to submit observations. Work that will have to be completed early on during this process will be to revisit the evidence base that supports the SA, which prepares information about the linguistic, social, economic and environmental characteristics of the area. This evidence base and other information will form a part of the Scoping Report. This Report will be the subject of a formal public consultation.

5.5 Methods of Engaging, Consulting and Participating

5.5.1 A number of methods are used to facilitate the involvement of stakeholders and communities throughout the process of preparing the LDP.

- Council Website - a specific part of the website will be allocated to share news about the LDP (www.gwynedd.llyw.cymru)
- 'Gair o Gyngor' newsletter, the intranet, staff e-bulletins
- Siop Gwynedd Caernarfon, Dolgellau and Pwllheli, the county's public libraries
- Use of events/meetings that already exist e.g. youth groups
- Direct contact (through letter / e-mail)
- Awareness raising sessions for members and updates on members' intranet
- Messages on the Council website and social media
- Hold workshops / open/virtual meetings
- Articles in 'Newyddion Gwynedd'

5.5.2 In addition to the above, the Council is committed to using networks and partnerships that already exist. We will also use groups that have already been established by the Council to receive input on the process of preparing the LDP.

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5.6 Links with the work of the Corporate Joint Committees and Joint Working

- 5.6.1 When preparing the LDP, it is important that the Council is completely aware of proposals and developments in neighbouring authorities and beyond that could affect the LDP area. It is very likely that work will commence on the Strategic Development Plan during the period of preparing the LDP. It will be important that the Council is aware of this work and ensures that it gives an input into this process.
- 5.6.2 A close working relationship will be nurtured with Eryri National Park Authority and Conwy, Ceredigion, Denbighshire, Flintshire, Powys, Wrexham and Isle of Anglesey County Councils through regular programmes of meetings.

5.7 Councillor Involvement

- 5.7.1 All Councillors will receive information at key stages throughout the process of preparing the LDP, for example: a discussion on the vision; strategic aims and objectives of the LDP; consideration of the preferred strategy - namely the first important steps; and later when discussions are held on specific issues in terms of sites and settlements. Councillors will also have an important role as a result of their local knowledge to operate as local 'promoters', to raise awareness in the communities and, therefore, facilitate the process of drawing up the LDP. Councillors' contributions will be guided by the Members' Code of Conduct to prevent any influencing on the role of Councillors in making recommendations and decisions at the relevant committees.
- 5.7.2 At key stages throughout the preparation period of the LDP, reports will be submitted to the Communities Scrutiny Committee and to the Full Council (as required see Appendix 2).

5.8 Involvement of Council officers

- 5.8.1 Consulting with relevant officers within the Council will be crucial throughout the preparatory stage of the LDP. This consultation in addition to the meetings of other current groups on officer level e.g. Water and Flooding Cross-departmental Operational Meeting, and other groups that deal with topical matters e.g. housing, economy, education, the Welsh Language, **climate change** and matters relating to specific areas to submit and discuss LDP matters. Relevant officers may also be invited to submit evidence to the LDP working group and to discuss relevant matters with working group members as required. Consideration is also being given to establishing an internal Group of Council Officers as well as Sub-groups to deal with specific matters when preparing the LDP to ensure cross-departmental input to the process of drawing up the LDP.

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5.9 Document Availability and Feedback

5.9.1 The principal consultation documents will be widely available in order to encourage and ensure effective engagement throughout the LDP process. The documents will be published electronically on the Council website (www.gwynedd.llyw.cymru) and via e-mail. For those who are not in the contacts database paper copies will also be available in the following places.

- Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau
- Public libraries in Gwynedd

5.9.2 Reports and minutes of any relevant public meetings, where matters relating to the LDP will be reported, will be published electronically on the Council website (www.gwynedd.llyw.cymru)

5.9.3 Full consideration will be given to the needs of disabled individuals in order to ensure that they have access to information. If a request is received, an effort will be made to provide bold print copies and/or audio versions of documents.

5.10 Use of the Welsh language and other languages

5.10.1 Preparing the LDP, the liaising and consulting will conform to the Welsh Language policy of the Council. All public documents will be published bilingually.

5.11 What will be expected of the communities and key stakeholders?

5.11.1 So as to ensure that everyone plays a full part throughout the LDP process it is important for them to consider the following:

- That they respond to correspondence within an appropriate time limit, while following any specific procedure
- Understand that the LDP does not deal with everything and raise matters that the LDP can legally deal with
- Commit to the process by being present, contributing and assisting in creating a consensus
- Identify any gaps in the information provided / in the evidence base
- Identify and submit appropriate details about proposed sites promptly
- Follow guidelines and relevant procedures
- Share/provide information by demand
- Understand that the Report of the Inspector is binding and that it is not possible to appeal against the recommendations of the Inspector
- Provide contact details so that the Council can share information and share responses

5.12 The Register of Potential Sites

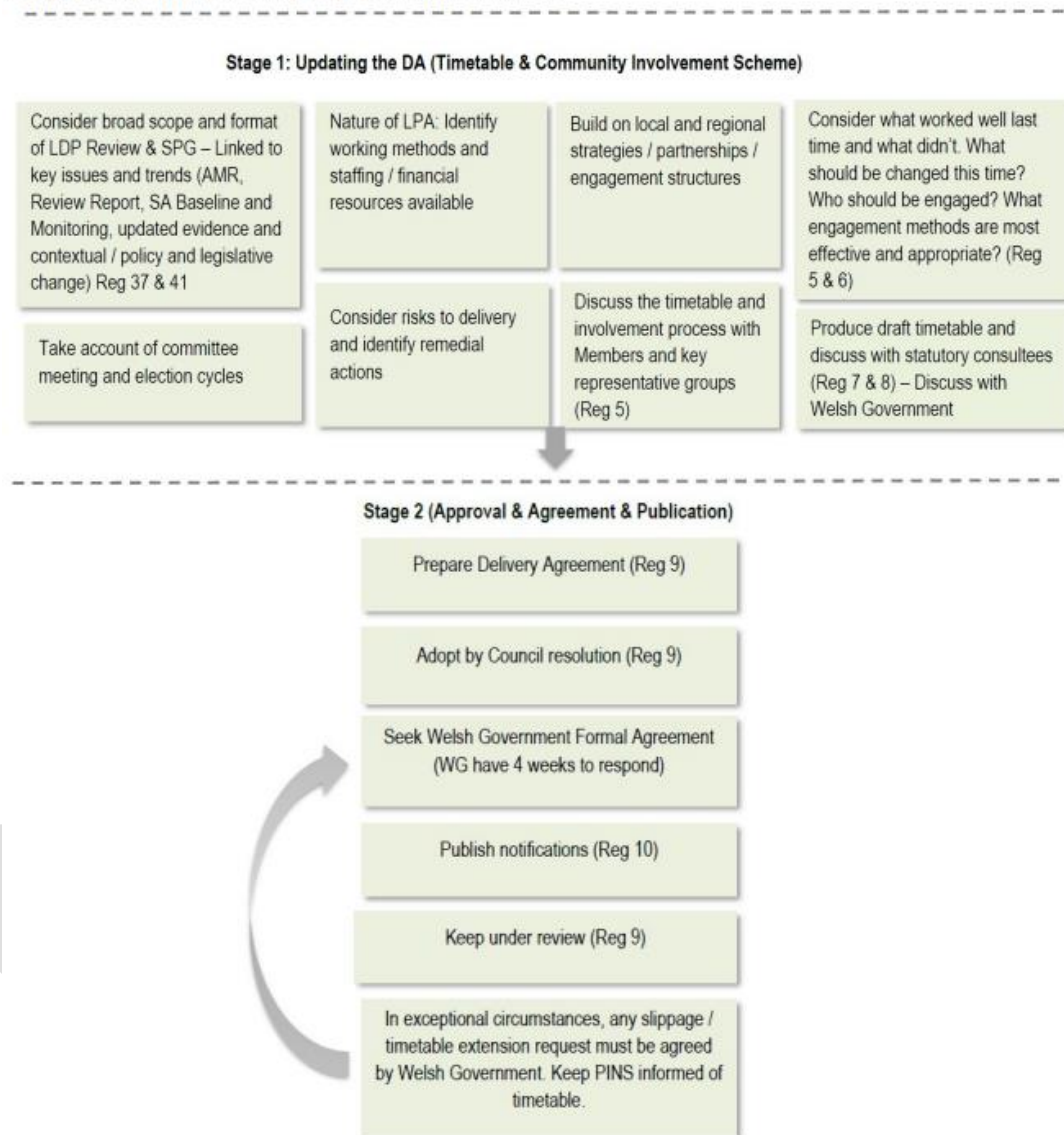
Draft Delivery Agreement – consultation version Gwynedd's New Local Development Plan

- 5.12.1 A Register of Potential Sites will be created early in the process of preparing the LDP. Proposals are invited for Potential sites to be included in the Plan (e.g. for housing, business, shops) on the Council website (www.gwynedd.llyw.cymru) and by contacting the individuals are on the contacts Database. Anyone can propose a site, but the proposals are expected to be supported by evidence showing that the site is suitable for development and that it can be delivered during the plan period in accordance with guidelines that have been outlined in section 3 of the [Development Plans Manual](#). Guidance will be given regarding the type of information needed on the Council website.
- 5.12.2 The Register will be available for public viewing (on the website). Following consideration of the sites, an assessment will be published. This Register will fulfil an important function when identifying sites to be designated for development and when discussing other options. The call for sites stage will open for at least 6 weeks.

Appendix 1 – Delivery Agreement Gwynedd Local Development Plan

Appendix 1 – Delivery Agreement Diagram

Diagram 7: The Delivery Agreement Process



Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Appendix 2 - Key stages in the process of preparing the LDP and participation opportunities

Stage 1 The Delivery Agreement (Regulation 9) When: September 2023 - March 2024

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
Drafting the Delivery Agreement (DA) June - September 2023	Prepare a document that is a public statement of the LDP preparation timetable and how and when stakeholders and the community can contribute.	Council Departments Elected members	Direct contact with individual officers Planning Policy Working Group. Communities Scrutiny Committee Cyngor Gwynedd Cabinet	Consider the observations and make appropriate amendments Publish the minutes of the Scrutiny Committee Publish the Minutes of the Cabinet	Printing and translation costs	Internal work to reconsider the current SA framework and baseline information for the LDP. Consideration will be given to prepare an Integrated Evaluation of Sustainability, which will consider sustainability, environmental, health, well-being and equality matters. The
Consult on the draft DA (6 weeks) October - November 2023)	Inform stakeholders and communities that the Council is going to prepare a LDP. Receive opinions	Welsh Government Specific consultation bodies General	Letter and copy of the draft DA to the Welsh Government and other specific consultation bodies Letter to general consultation bodies and other stakeholders	Consider the observations and make appropriate amendments Include contact details of those who made representations on the	Printing and postage costs Translation costs External	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
	<p>on the contents of the DA</p> <p>Identify the relevant stakeholders</p>	<p>consultation bodies</p> <p>Other relevant stakeholders (including the public)</p>	<p>Publish the document on the Council website www.gwynedd.llyw.cymru</p> <p>Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries</p> <p>Provide an observations form which will include relevant questions</p> <p>An opportunity to submit observations on-line</p>	<p>Council database regarding the LDP to be used again</p> <p>A report summarising the observations and introducing the amended draft DA to the Planning Policy Working Group, the Cabinet, Full Council in order to reach a decision to approve the amended draft DA as a document to be submitted to the Welsh Government.</p>	<p>consultation software</p>	<p>Welsh Language will receive full consideration separately.</p>

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
Send Amended Draft DA to the Welsh Government (March 2024)	Inform the Welsh Government that the Council has approved the amended draft DA Request the agreement of the Welsh Government	Welsh Government	Letter and copy of the draft DA		Printing and postage costs	
Publish final DA approved by the Welsh Government (March 2024)	Inform about the approved DA and where it can be viewed	Welsh Government Specific consultation bodies General consultation bodies Other relevant stakeholders (including the public)	Direct mail-shot (letter/e-mail) for those who are not in the database Publish the document on the Council website (www.gwynedd.llyw.cymru) Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries	Letter to elected Members informing them that the Welsh Government has approved the DA	Printing costs	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Stage 2: Pre-deposit Participation (Regulation 14) When: March 2024 - August 2025

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method	Resources (in addition to usual staffing costs)	SA/SEA/ISA
<p>Review and update the evidence base.</p> <p>Call for potential sites Spring 2024 for at least 6 weeks</p>	<p>In order to understand the context, review and expand the quantitative and qualitative information, and identify the matters and objectives that the LDP can address.</p>	<p>Council Departments/Services (e.g. Housing, Economy, Education)</p> <p>Elected members</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>Other relevant stakeholders (including landowners)</p>	<p>Direct contact with individual officers and established officers forums</p> <p>Public/virtual seminars/workshops</p> <p>Planning Policy Working Group</p> <p>Direct contact with specific consultation bodies and various general consultation bodies</p> <p>Publish draft topic papers and invite suggestions</p> <p>Key Stakeholders Group</p> <p>Publish assessment methodology of potential sites</p> <p>Publish forms to propose</p>	<p>Publish subject papers on the website and store in the evidence base library</p> <p>Direct contact with specific consultation bodies and various general consultation bodies to inform about published topic papers</p> <p>Publish proposals of potential sites on the Council website</p>	<p>Hold seminars and meetings</p> <p>Printing costs</p> <p>Costs of commissioning consultants work when required</p>	<p>Develop the SA Scoping Report</p> <p>(December 2023 - November 2024)</p> <p>Habitats Regulations Assessment (HRA)</p> <p>Publish SA Scoping Report for public consultation (6 week period)</p>

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

			potential sites, publicise this stage and invite proposals Publish register of potential sites, and invite observations			
Review and prepare the vision of the LDP Note the main objectives of the LDP.	Agree on a clear vision, with spatial relevance, of what kind of place is aimed to be achieved in the LDP area Agree on the main objectives of the LDP	Council Departments/Services The public Key Stakeholders Group of the LDP Elected members Current forums that represent key groups in the local population Specific consultation bodies General consultation bodies	Direct contact with individual officers and established officers forums Structured discussions/working groups Seminars for Elected Members Virtual sessions Planning Policy Working Group Cabinet	Publish Cabinet minutes on the Council website Publish the vision and objectives on the Council website	Administrative costs	
Identify and	Identify options			Publish the minutes	Administrative	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

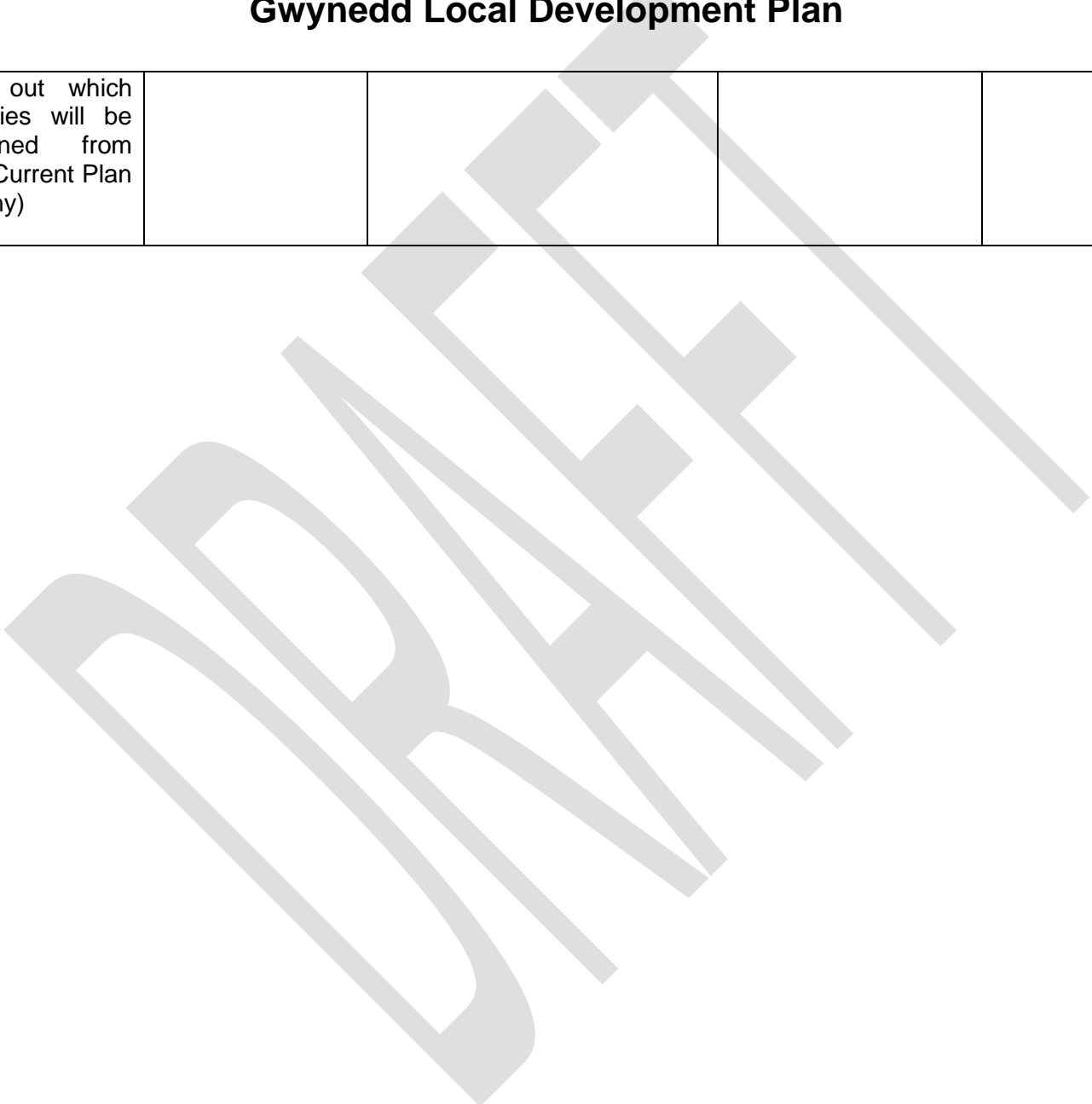
test strategic options and strategy April 2024 August 2025)	and decide on their strengths and weaknesses			of the Cabinet	costs	
Publish SA Scoping Report for public consultation (6 week period)	Seek stakeholder opinion regarding scope of the SA/SEA and objectives	The Public Specific consultation bodies General consultation bodies Council Departments/Services	Direct mail-shot (letters/e-mail) to raise awareness Publish the document on the Council website (www.gwynedd.llyw.cymru) Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries	Publish received observations on public website Consider the observations and make appropriate amendments (if applicable)	Printing costs Administrative costs Consultants costs	
Prepare Preferred Strategy draft document March 2024 - August 2025 Receive the Council's agreement to	Establish a strategic direction that will achieve the vision. Confirm the general vision and objectives of the Council,	Council Departments/Services (e.g. Housing, Economy, Education) Welsh Government	Structured discussions/working groups Planning Policy Working Group The Cabinet The Full Council	Publish the minutes of relevant Committees	Administrative costs	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

<p>go out to public consultation</p>	<p>the strategic spatial options considered, the spatial strategy chosen and the implications to developments e.g. the strategic sites.</p> <p>Demonstrate, by applying the relevant soundness tests, that the process of choosing a strategy is robust.</p> <p>Identify consistent sites/that derive from the chosen strategy</p> <p>Publish the evidence base that supports the Preferred Strategy</p>	<p>Key Stakeholders Group of the LDP</p> <p>Elected members</p>				
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Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

	Set out which policies will be retained from the Current Plan (if any)					
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Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Stage 3: Public Consultation on the Preferred Strategy and respond to observations (Regulations 15 & 16) When: March 2024 - August 2025

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
<p>Public consultation on the Preferred Strategy (6 weeks)</p> <p>March 2025 to April 2025</p>	<p>Inform of the Preferred Strategy Proposals Document</p> <p>Discuss and invite ideas regarding the documents for a statutory period of 6 weeks</p>	<p>Welsh Government</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>The public and any other interested parties</p>	<p>Direct mail-shot (letters/e-mails) to everyone on the LDP database, general consultation bodies</p> <p>Publish the document on the Councils website (www.gwynedd.llyw.cymru/cdll)</p> <p>Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries</p> <p>The standard form for observations</p>	<p>Acknowledge receipt of observations through letter/e-mail</p> <p>Contact those who have responded to inform them about where to find information about the response to the consultation</p>	<p>Printing and translation costs</p> <p>Postage costs</p> <p>Preparing and holding exhibitions and meetings costs</p> <p>Administrative Costs</p> <p>External consultation software</p>	<p>Consult on Sustainability Appraisal/Strategic Environmental Assessment/ISA proposals and alternative choices alongside the Preferred Strategy</p>

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

			available specified places	in public		
Sustainability Appraisal Report (draft)	Demonstrate how the preferred choices were reached in view of the SA/SEA Invite observations on the SA/SEA ISA	As above	As above		Printing and translation costs Postage costs	
Consider the observations received (May 2025 - September 2025)	Give the Council an opportunity to consider every observation appropriately Further review and develop the evidence base	Council Departments/Services Key Stakeholders Group of the LDP Elected members Relevant stakeholders	Direct contact with individual officers and established officers forums Structured discussions/working groups Planning Policy Working Group The Cabinet	Planning Policy Working Group The Cabinet Publish updated or new (where appropriate) topic papers on the website and store in the evidence base library in the Council Offices, Caernarfon	Printing costs Preparation and printing costs of general summary of the conclusions of the consultation and postage costs	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

				Prepare an Initial Consultation Report and upload it on the Council website		
<p>Prepare Deposit LDP and associated documents</p> <p>September 2025 - August 2026</p>	<p>Create completed version of the LDP and publish</p> <p>Create final Consultation Report and publish</p> <p>Create or update final Supplementary Planning Guidance and publish (if relevant)</p>	<p>Council Departments/Services (e.g. Housing, Economy, Education)</p> <p>Elected members</p> <p>Planning Policy Working Group</p>	<p>Direct contact with individual officers and established officers forums</p> <p>Structured discussions/working groups</p> <p>The Scrutiny Committee</p> <p>Planning Policy Working Group</p> <p>The Cabinet</p>	<p>Publish Scrutiny Committee and Cabinet minutes on the Council website</p>	<p>Administrative costs</p>	

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Stage 4: Public Consultation on the Deposit Plan and consider the representations (Regulations 17, 18 & 19) When: September 2025 - August 2026

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
<p>A public consultation on the Deposit LDP (6 weeks) December 2025-January 2026</p>	<p>Give all interested parties an opportunity to view the LDP and submit observations</p>	<p>Welsh Government Specific consultation bodies General consultation bodies Key Stakeholders Group of the LDP The public and any other interested parties</p>	<p>Direct mail-shot (letters/e-mails) to everyone on the LDP database, and the general consultation bodies Letter and copy of the Deposit LDP and relevant documents along with a list of other documents to the Welsh Government and specific consultation bodies Publish Deposit LDP and each relevant document, including a straightforward summary of the Pre-Deposit Plan,</p>	<p>Acknowledge the receipt of observations through letter/e-mail Publish a copy of each observation received in the relevant public places Give details of the observations received on the Council website, noting where hard copies can be viewed.</p>	<p>Printing and postage costs Advertising costs Administrative Costs</p>	<p>SA / SEA (ISA) documents that were consulted upon alongside the Deposit LDP for the same period</p>

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			<p>including key information and the standard form for observations on the Council website</p> <p>Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries</p> <p>The standard form for observations available in specified public places</p> <p>Various techniques to raise awareness, ensure understanding and elicit discussion (e.g. Awareness raising sessions for elected members, Virtual sessions, Information on the Council website and social media)</p>			
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Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

<p>Consider the observations received</p> <p>February 2026-September 2026</p>	<p>Give the Council an opportunity to consider every observation appropriately</p> <p>Further review and develop the evidence base</p>	<p>Council Departments/Services (e.g. Housing, Economy, Education)</p>	<p>Direct contact with individual officers and established officers forums</p> <p>Structured discussions/working groups</p> <p>Planning Policy Working Group</p> <p>The Cabinet</p>	<p>Publish Cabinet minutes on the Council website</p> <p>Publish consultation report</p> <p>Inform those who made representations that a consultation report is available to view.</p> <p>Publish updated or new (where appropriate) topic papers on the website and store in the evidence base library in the Council Offices, Caernarfon.</p>	<p><i>Printing and postage costs</i></p> <p><i>Administrative Costs</i></p>	
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Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Stage 5: Submit the LDP to the Welsh Government for Examination (Regulation 22) When: September 2026 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
<p>Submit the LDP and full series of associated documents (including the SA Report) to the Welsh Government</p> <p>Present the following documents: Deposit Plan • SA SEA ISA, HRA • Community Involvement Scheme Delivery Agreement / • Consultation report • Review report • Register of proposal sites • Copy of the observations made appropriately in</p>	<p>Inform all stakeholders that the Council has submitted the LDP to the Welsh Government</p>	<p>Those who made representations and all other stakeholders who have declared that they wish to be informed of the development of the LDP</p>	<p>Publish a statement on the Council website regarding submitting the LDP for Examination.</p> <p>Direct mail-shot (letters/e-mails) to those who made representations and other stakeholders who have declared that they wish to be informed of the development of the LDP</p> <p>Publish a copy of all the documents submitted to the Welsh Government on the Council website and in</p>	<p>Not relevant</p>	<p>Printing costs</p> <p>Administrative Costs</p>	<p>The SA/SEA (ISA) report submitted showing how the evaluation of processes has informed the Plan's contents.</p>

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

the deposit stage • Associated documents / evidence			relevant places	public			
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Stage 6: The Public Examination (Regulation 23) When: September 2026 - August 2027 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
Publish a notice about the Public Examination (at least 6 weeks before commencing the Examination)	Inform stakeholders that the Examination is taking place	All those who made representations and anyone else who has declared an interest in the Examination/the LDP process.	Letter/e-mail to those who made representations and other relevant stakeholders providing details about the Examination. Publish details about the Examination on the Council website.	The Programme Officer will update the website with all information relating to the examination.	Postage costs Advertising costs Printing costs	
Pre-examination Meeting	To give the Inspector an opportunity to explain the	As above	As above	As above	Postage costs Costs of holding the meeting (e.g.	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

	Examination arrangements and to request additional information (if this is required)				simultaneous translation, fees, Programme Officer)	
Examination of the LDP	Receive independent opinions about the soundness of the LDP and the observations received.	All those who made representations who has not withdrawn their objection.	Discussion sessions around the table. Hearings. Formal hearings (The Inspector will determine the best method to submit oral evidence) Formal written statements	Inspector's Report	Costs of holding the meeting (e.g. simultaneous translation, fees, Programme Officer, administrating the Examination) Administrative costs	
Prepare and consult on the Matters Arising Change	Make the necessary changes to the LDP	All those who made representations and anyone else who has declared an interest in the Examination/the LDP process.	Consult on the Matters Arising Change in accordance with guidelines by the Inspector.	Decision following the Inspector's Report	Postage costs Administrative costs	An assessment of the matters arising change will need to be undertaken and it will be available as part of the consultation on these matters.

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Period 7: Publish the Public Examination Report (Regulation 24) When: August 2027 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
Accept/publish the Public Examination Report	Inform of the Inspector's decisions from the Public Examination	<p>Elected members</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>Key Stakeholders Group of the LDP</p> <p>All those who made representations, the public and any other interested parties</p>	<p>Letter/e-mail those who made representations and other relevant stakeholders informing them of the Report's existence and where it can be viewed and any other relevant details.</p> <p>Various techniques to raise awareness, (e.g. Information on the Council website and social media)</p> <p>Publish the Report available for examination on the Council website and in the relevant public places.</p>	Not relevant	<p>Printing costs</p> <p>Administrative costs</p>	Not relevant

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Prepare the Council's response to the Examination Report	<p>Raise awareness of any significant changes that will need to be undertaken to comply with the Examination Report</p> <p>(Note: the Council or the stakeholders will have no right to object to any changes the Inspector wants to see)</p>	Elected members	<p>Report to the Cabinet highlighting any significant changes.</p> <p>Report to the full Council to receive a decision to adopt the LDP</p>	Publish Cabinet and Full Council minutes on the Council website.		
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Period 8 Adopting the LDP (Regulation 25) When: September / October 2027 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
Adopt the LDP formally as the statutory development plan for the Gwynedd Planning Authority area (within 8	Inform stakeholders and the public of the decision to adopt the LDP	<p>Elected members</p> <p>All those who made representations and anyone else who has declared</p>	Letter/e-mail all those who made representations and other relevant stakeholders informing them of the LDP's adoption,	Not relevant	<p>Postage costs</p> <p>Printing costs</p> <p>Administrative costs</p>	

Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

<p>weeks of receiving the Examination Report)</p>		<p>an interest in the LDP process</p> <p>The public</p>	<p>and enclose a copy of the statement of adoption.</p> <p>Publish all LDP documents, including the adoption statement, on the Council website and in the relevant public places.</p> <p>Various techniques to raise awareness, (e.g. Information on the Council website and social media)</p> <p>Send 4 copies of the LDP and the adoption statement to the Welsh Government.</p>			
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Appendix 3 – Delivery Agreement Gwynedd Local Development Plan

Appendix 3 - An Idea of Reports and Decisions at Key Stages in the Local Development Plan

	1		2		3		4		5	6
	Delivery Agreement	Report on the responses to the consultation	Strategic Options, vision and objectives	Report on the responses to the consultation	Preferred Strategy	Report on the responses to the consultation	Deposit Plan	Report on the responses to the consultation	Submit for Examination	Adoption of the Plan
Planning Policy Working Group	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	
Scrutiny Committee	Scrutinise and present comments to Cabinet		Scrutinise and present comments to Cabinet		Scrutinise and present comments to Cabinet					
<i>Cabinet</i>	<i>Agree for public consultation</i>	<i>Accept and make recommendation to Full Council</i>	<i>Agree for consultation</i>	<i>Agree</i>	<i>Agree for consultation</i>	<i>Accept and make recommendation to Full Council</i>	<i>Agree for consultation</i>	<i>Agree</i>	<i>Accept and make recommendation to Full Council</i>	
Full Council		Agree (statutory)				Agree			Agree	Adoption (statutory)

Appendix 4 – Delivery Agreement Gwynedd Local Development Plan

Appendix 4 – Soundness Tests

Preparation Requirements:

- Has the work of preparing the plan complied with legal and regulatory procedural requirements? (LDPs Regulations, Community Involvement Scheme, SEA Regulations, Sustainability Appraisal, HRA etc.?)
- Does the plan generally comply with the NDF and/or the Strategic Development Plan? (when published or adopted respectively)

Test 1: Is the plan suitable? (Is it clear that the LDP is consistent with other plans?)

Questions

- Does it consider national policy (PPW) and the Wales Spatial Plan (NDF when published)?
- Does it consider the Well-being Aims?
- Does it consider the Wales National Marine Plan?
- Does it consider the relevant Area Statement?
- Does the plan generally comply with the NDF (when published)?
- Does the plan generally comply with the relevant Strategic Development Plan (when adopted)?
- Is it consistent with regional plans, strategies and utilities provider programmes?
- Is it compatible with the plans of neighbouring LPAs?
- Does it consider the Well-being Plan or the National Park's Management Plan?
- Has the LPA shown that it has taken advantage of each opportunity to collaborate and cooperate on preparing plans and the evidence base?

Test 2: Is the plan appropriate? (Is the plan appropriate for the area in light of the evidence?)

Questions

- Is it specific for the local area?
- Does it deal with key matters?
- Is it supported by robust, commensurate and credible evidence?
- Can the logic at the root of the plan's policies be demonstrated?
- Does it seek to meet the assessed needs and contribute towards delivering sustainable development?
- Is the vision and strategy positive and ambitious enough?
- Have the 'real' alternative choices been deemed appropriate?
- Is it logical, rational and balanced?
- Is it coherent and consistent?
- Is it clear and does it have focus?

Appendix 4 – Delivery Agreement Gwynedd Local Development Plan

Test 3: Will the plan deliver (Is it likely to be effective?)

Questions

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

Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Appendix 5 - Potential risks and response methods

Risk	Possible impact	Mitigation measures
1. Further requirements deriving from new national legislation or guidelines	<ul style="list-style-type: none"> • Need to undertake more work to amend the Plan and work programme. • Programme slipping. 	Monitor work being undertaken in terms of new legislations and guidelines so that we are in a good position to respond as early and effectively as possible to any change.
2. Heavier work load than expected	<ul style="list-style-type: none"> • Programme slipping. • Failing to report to committees in a timely manner. 	<ul style="list-style-type: none"> • Ensure a realistic timetable with flexibility. • Ensure that we consider how much time it takes to undertake every aspect of the work. • Consider additional resources.
3. Substantial objections from consulted bodies	<ul style="list-style-type: none"> • Programme slipping. 	<ul style="list-style-type: none"> • Flexibility in the timetable. • Ensure that we consult early (before the formal consultation periods) with specific bodies.
4. Lack of political consensus	<ul style="list-style-type: none"> • Failure to agree on key aspects in the Plan. • Conflict undermining what is noted in the Plan. 	Seek to resolve as much conflict as possible at the meetings of the Planning Policy Working Group and by discussing with leading Members e.g. portfolio leaders.
5. Failing to report to a committee at an appropriate time	<ul style="list-style-type: none"> • Programme slipping 	<ul style="list-style-type: none"> • Discuss the needs of the process with the organisers of the committees' annual programme in a timely manner

Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Risk	Possible impact	Mitigation measures
6. Lack of consensus between different departments of the Councils	Failure to agree on key aspects in the Plan.	<ul style="list-style-type: none"> • Ensure that we concur with the Council's priorities • Ensure that effective internal negotiation procedures are in place in terms of the Plan.
7. Delay with translation/printing process	Programme slipping.	<ul style="list-style-type: none"> • Use external translators. • Share the translation work to different individuals/companies • Consider additional resources.
8. Lack of funding available throughout the process of preparing the Plan.	<ul style="list-style-type: none"> • Failure to fund specific and important work tasks e.g. as part of the evidence base. • Programme slipping. 	<ul style="list-style-type: none"> • Regular monitoring to ensure that funding is used in the most effective way possible.
9. Change/loss of staff	<ul style="list-style-type: none"> • Loss of capacity and skills. • More pressure on the other officers. • Programme slipping. 	<ul style="list-style-type: none"> • Consider additional resources.
10. Lack of expertise	<ul style="list-style-type: none"> • Lower standard of work. • Failure to identify weaknesses and note suggestions when verifying work from consultants. • Problems in terms of ensuring the 'soundness' of the Plan. 	<ul style="list-style-type: none"> • Train specific staff to specialise in different fields. • Use specialist consultants where the expertise is not within the service

Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Risk	Possible impact	Mitigation measures
11. PEDW failing to meet the timetable/targets	<ul style="list-style-type: none"> • Delay in terms of holding the investigation and/or receiving the report. 	<ul style="list-style-type: none"> • Ensure close contact with the Planning Inspectorate to ensure an easy as possible process. This will also be a way of receiving an early notice regarding any problems.
12. Plan failing the 'soundness' test	<ul style="list-style-type: none"> • The Plan cannot be adopted without having to undertake substantial further work. 	Ensure that the LDP is sound by ensuring that we comply with procedures, acts, regulations, along with all specific soundness tests.
13. Legal challenge	<ul style="list-style-type: none"> • Abolish the adopted LDP (or parts of it). • Additional work pressures. 	Ensure that we comply with procedures, acts, regulations etc.
14. Elections	<ul style="list-style-type: none"> • Programme slipping. • New members with different opinions regarding the contents of the Plan - priorities changing. 	Ensure a realistic timetable with flexibility.
15. Problems with IT work. / Problems in terms of GIS work	Programme slipping.	<ul style="list-style-type: none"> • Ensure a realistic timetable with flexibility. • Ensure that the Council's Information Technology Service is aware of the needs and programmes time for us. • Purchase bespoke software.

Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Risk	Possible impact	Mitigation measures
16. Results of the SA/SEA outlining unexpected problem(s).	<ul style="list-style-type: none"> • Additional work load. • Programme slipping. 	<ul style="list-style-type: none"> • Ensure that the timetable is sufficiently flexible to cope with such a situation. • Consider additional resources.
17. Consulted bodies failing to provide observations as quickly as expected.	Programme slipping.	<ul style="list-style-type: none"> • Ensure that specific groups are consulted with promptly within any relevant step in the process. • Seek to consult at times of the year where the majority of people are likely to be at work e.g. not during August or over Christmas.
18. Receive significant late information.	<ul style="list-style-type: none"> • Programme slipping. • Additional work pressures. 	Ensure that the timetable is sufficiently flexible to cope with such a situation.
19. Unexpected major infrastructure projects proceeding	<ul style="list-style-type: none"> • Programme slipping. • Additional work pressures. 	
20. Consultations - not consulting in the best way to get to the right people	<ul style="list-style-type: none"> • Not getting responses to the content of the documents from a cross section of the community • Program slipping due to the need for more consultation work • Additional workload 	Consider different methods of consultation to reach the people who have not been responding. Make an assessment following the consultation periods to see who has responded.

Appendix 6 – Delivery Agreement Gwynedd Local Development Plan

Appendix 6 – List of Consultees

Specific Consultation Bodies (Reg 2 LDP)

Government Bodies

- National Resources Wales
- Welsh Government
- Cadw
- Secretary of State for Wales (UK)
- Secretary of State for Transport (UK)
- Secretary of State Business, Energy and Industrial Strategy (UK)
- The Home Office
- Ministry of Defence

Adjoining Local Authorities

- The Isle of Anglesey County Council
- Eryri National Park Authority
- Denbighshire County Council
- Ceredigion County Council
- Conwy County Borough Council
- Powys County Council

City/ Community/ Town Councils Gwynedd (excluding Eryri National Park)

Arfon

Bangor City Council
Betws Garmon Community Council
Bethesda Community Council
Bontnewydd Community Council
Caernarfon Town Council
Llanberis Community Council
Llandwrog Community Council
Llanddeiniolen Community Council
Llanllechid Community Council
Llanllyfni Community Council
Llanrug Community Council
Llanwnda Community Council
Pentir Community Council
Waunfawr Community Council
Y Felinheli Community Council

Dwyfor

Aberdaron Community Council
Botwnnog Community Council
Buan Community Council
Clynnog Community Council
Criccieth Town Council

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Dolbenmaen Community Council
Llanaelhaearn Community Council
Llanbedrog Community Council
Llanengan Community Council
Llannor Community Council
Llanystumdwy Community Council
Nefyn Town Council
Pistyll Community Council
Porthmadog Town Council
Pwllheli Town Council

Meirionnydd

Abermaw Town Council
Arthog Community Council
Corris Community Council
Ffestiniog Town Council
Llandderfel Community Council
Llanfrothen Community Council
Llangywer Community Council
Mawddwy Community Council
Penrhyndeudraeth Town Council
Tudweiliog Community Council
Tywyn Town Council

City/ Community/ Town Councils that adjoin the Gwynedd Local Planning Authority Area

Eryri National Park Authority

Abergwyngregyn Community Council
Aberdyfi Community Council
Bala Town Council
Beddgelert Community Council
Brithdir, Llanfachreth, a Rhydymain Community Council
Bro Machno Community Council
Bryncrug Community Council
Cerrigydrudion Community Council
Dolgellau Town Council
Dolwyddelan Community Council
Dyffryn Ardudwy a Thalybont Corris Community Council
Ganllwyd Community Council
Harlech Town Council
Llanbedr Community Council
Llanegryn Community Council
Llanelltyd Community Council
Llanfair Community Council
Llanfihangel-y-Pennant Community Council
Llangelynnin Community Council
Llanuwchllyn Community Council
Llanycil Community Council
Maentwrog Community Council
Pennal Community Council

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Talsarnau Community Council
Trawsfynydd Community Council

The Isle of Anglesey County Council

Beaumaris Town Council
Cwm Cadnant Community Council
Llanddaniel Community Council
Llanfairpwll Community Council
Llangoed Community Council
Llanidan Community Council
Menai Bridge Town Council
Rhosyr Community Council

Conwy County Council

Llangwm Community Council
Llanfairfechan Community Council

Denbighshire County Council

Llandrillo Community Council
Cynwyd Community Council
Corwen Community Council

Powys County Council

Glantwymyn Community Council

Health, Infrastructure and Electronic Communications Providers

Betsi Cadwaladr University Health Board
Welsh Water
National Grid
Scottish Power
SP Energy Networks
Wales and West Utilities
British Telecommunications plc
Mobile Operators Association

General Consultation Bodies

Voluntary bodies and others

Age Concern (Cymru)
Barnados
The Conservation Volunteers Group: TCV
Council for the Protection of Rural Wales
Mantell Gwynedd
Cyfeillion Storiell
Wales Council for Voluntary Action
Barmouth Resort Improvement Group

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Bangor Students Union
Bangor Creadigol
Mudiad Ysgolion Meithrin
Bangor Civic Society
Envirowatch UK
~~Friends of the Earth (Mon & Gwynedd)~~ **North West Wales Climate Action**
Greenpeace
Keep Wales Tidy
Mudiad Ffermwyr Ifanc
Hafal
Shelter Cymru
Youth Hostel Association
National Trust
North Wales Wildlife Trust
Nest
The Ramblers Association
RSPB
Sports Wales
Sustrans
Early Years Wales
Visit Wales
Play Wales
Croeso Menai
The National Residential Association
Gwynedd Archeological Trust

Bodies representing interests of various racial, ethnic or national groups

North Wales Race Equality Network
The Traveler Movement
Friends, Families of Travelers
Equality and Human Rights Commission
BEN (Black Environment Network)
Black Association of Women Step Out (BAWSO)
Diverse Cymru Mental Health and Well Being Hub Service
Inter-Cultural Skills Network
Bangor University Afro-Caribbean Society

Bodies representing various religious groups

Bangor Cathedral
Presbyterian Church of Wales – Henaduriaeth Arfon
Coleg y Bala
Congregational Federation Wales
Bangor Islamic Centre
Diocese of Bangor

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Baptist Union of Wales
CYTUN
British Humanist Association
Kalpa Bhadra Kadampa Buddhist Centre
Llandudno and Colwyn Bay Hebrew Congregation
British Humanist Association
Hindu Council UK
Muslim Council of Wales
Quakers
The Catholic Church in England and Wales
The Methodist Church in Wales
The Presbyterian Church in Wales
Buddhist Council for Wales
Sikh Council for Wales

Bodies representing the interest of disabled individuals

Alzheimer's Society
British Heart Foundation
Mencap Cymru
Agoriad Cyf.
Mind Cymru
Antur Waunfawr
British Deaf Association
NDCS – National Deaf Children's Society
RNIB Cymru
Cwmni Seren Ffestiniog Cyf
Centre for Sign Sight Sound
Meter Fachwen
MS Service – Gwynedd/Ynys Môn Group
Fforwm Anableddau Taran Cyf
NAS Cymru
North Wales Cancer Patients Forum
Shine
Scope Cwmpas Cymru
Sense Cymru
Disability Wales
SNAP Cymru
Wales Epilepsy Support Group
Canolfan Felin Fach
Arfon Access Group
Dwyfor Access Group
Meirionnydd Access Group
Carers Trust North Wales-Crossroads Care Services
Headway Gwynedd

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Riding for the Disabled Treborth
Riding for the Disabled Meirionnydd
Versus Arthritis
Blind Veterans UK
The Abbey Road Centre
Epilepsy Cymru
Cynnal Gofalwyr Gwynedd
Wales Council for Deaf People
Dolgellau Hard of Hearing and Luncheon Club
Down's Syndrome Association
North Wales Society for the Blind - Bangor
Anheddau Cyf
Deafblind Cymru

Bodies representing the interests of those that run a business

Chamber of Commerce
Federation of Small Business
Farmers Union of Wales
National Farmers Union
Tywyn Chamber of Tourism & Commerce
Chartered Institute of Building – North Wales Centre
HBF – Home Builders Federation
Tourism Partnership North Wales

Bodies representing the interests of Welsh culture

Welsh Language Commissioner
Cymdeithas yr Iaith
Merched y Wawr
Urdd Gobaith Cymru
Urdd Eryri
Urdd Meirionnydd
Mudiad Meithrin
Cymraeg i Blant Gogledd Orllewin
Undeb Myfyrwyr Cymraeg Bangor (UMCB)
Dyfodol yr Iaith
Menter Iaith Bangor
Ffederasiwn Ffermwyr Ifanc
~~Partneriaeth Ogwen~~
Dyffryn Nantlle 20:20
Hunaniaith
Cylch yr Iaith
Cymunedoli
Fforwm Iaith Gwynedd

Cyfeillion Llyn

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Papurau Bro –

Blewyn Glas
Dail Dysynni
Eco'r Wyddfa
Goriad
Llafar Bro
Llais Ardudwy
Llais Ogwan
Llanw Llŷn
Lleu
Llygad y Dydd
Papur Dre
Pethe Penllyn
Y Ffynnon
Yr Wylan

Bodies representing social enterprises

Cymunedoli

Antur Aelhaearn

Antur Nantlle

Antur Stiniog Cyf

Antur Waunfawr

Canolfan Ysgrifennu Tŷ Newydd

Cwmni Bro Ffestiniog

Cwmni Nod Glas

Datblygu Egni Gwledig (DEG)

Dref Werdd

Galeri, Caernarfon

GISDA

GwyrddNi

Hafod Ceiri

Llety Arall

Menter Felinheli

Menter Iaith Gwynedd

Menter Tŷ'n Llan, Llandwrog

Menter Y Plu, Llanystumdwy

Menter Y Tŵr, Pwllheli

Menter y Glan, Pennal

O Ddrws i Ddrws

Partneriaeth Ogwen

Pengwern Cymunedol

Prosiectau Cymunedol Aberdyfi

Plas Carmel

Cwmni Pump Plwy Penllyn

Seren

Sylfaen Cymunedol

Menter yr Eagles

Tafarn yr Heliwr

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Ymddiriedolaeth Ynys Enlli
Ynni Cymunedol Cymru
Ynni Llŷn
Yr Orsaf, Penygroes

Groups that represent LGTBQ+

Stonewall
Unique Transgender Support Network
Wipe out Transphobia
MESMAC North Wales
Rustic Rainbow

Specific Consultation Bodies

Other interested parties

Housing Associations that operate within the LPA:

- Grwp Cynefin
- Adra
- Clwyd Alun
- North Wales Housing

North Wales Probation Service
North Wales Police
North Wales Fire and Rescue
Grŵp Llandrillo Menai