



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Replacement Local Development Plan

2021-2036

Delivery Agreement
(January 2022)



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1 . Introduction

1.0.1 The Planning and Compulsory Purchase Act 2004 requires local authorities in Wales to prepare a Local Development Plan (LDP) for their area. The current LDP was adopted in January 2016, and as the above Act and the LDP Regulations⁽¹⁾ require LDPs to be reviewed at intervals of not more than 4 years from adoption, the Council⁽²⁾ is obliged to undertake a plan review.

1.0.2 The Council has published its Review Report⁽³⁾ which outlines the broad scope of the LDP review, and is informed by the findings of the Annual Monitoring Reports (AMRs) and evidence. The Review Report concludes that a Replacement LDP (RLDP) should be prepared. When adopted, the new RLDP will supersede the existing NPT LDP and become part of the statutory development plan for the County Borough alongside Future Wales - The National Plan for 2040⁽⁴⁾ will continue to have development plan status.

1.0.3 As the first stage of preparation of the RLDP, the Council is required to prepare a **Delivery Agreement (DA)** setting out the timetable, Community Involvement Scheme (CIS) and procedures for plan delivery. This is intended to be both a public statement of commitment and a project management tool. Once formally agreed, the DA commits the Council to producing the RLDP in accordance with the timetable and CIS. This forms part of the LDP tests of soundness, which will be examined by the Planning Inspector at the Examination in Public. This DA was formally agreed with Welsh Government on the ~~x~~ of January 2022.

1.0.4 The legislation, regulations and Welsh Government (WG) planning guidance referred to in this document are available on the WG website⁽⁵⁾. Information in respect of the RLDP can be found on the Neath Port Talbot (NPT) website⁽⁶⁾. This Delivery Agreement is also available in Welsh. Should you need this document in another format, then please contact the LDP team at ldp@npt.gov.uk or **01639 686821**.

1 Regulation 41 [Town and Country Planning \(Local Development Plan\) \(Wales\) Regulations 2005 \(as revised by the Local Development Plan \(Wales\) Amendment Regulations 2015\)](#)

2 NPT County Borough Council is 'the Council', 'the authority' and 'the local planning authority' responsible for the preparation of the RLDP

3 <https://www.npt.gov.uk/media/13823/ldp-review-report-july-2020.pdf?v=20200709084011>

4 <https://gov.wales/future-wales-national-plan-2040>

5 www.wales.gov.uk

6 www.npt.gov.uk

2.1 Purpose of the Delivery Agreement

2.1.1 The DA is a statutory requirement of the Plan preparation process under Regulation 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as revised by the Local Development Plan (Wales) Amendment Regulations 2015), and must be approved by resolution of the Council and the WG. Its purpose is to set out:

- The Council’s RLDP preparation timetable outlining the various stages of plan preparation, when these will be undertaken and when engagement will take place;
- Details of the CIS, detailing who will be involved in the RLDP preparation process and how and when participation and collaboration will occur; and
- The resources the Authority will invest in plan preparation.

2.1.2 The DA has been prepared in accordance with all appropriate regulations and guidance⁽⁷⁾. It will be subject to regular review and if necessary amended in accordance with LDP Regulations (see Part 3).

2.1.3 The DA takes into consideration the LDP Regulations requirements for engaging stakeholders in the preparation of the DA and the Well Being of Future Generations (Wales) Act (WBFGA) (2015) five ways of working. The level and form of the engagement proposed is considered to suit the local context.

2.1.4 The DA has been prepared during the Covid-19 pandemic, which has had significant and on-going impacts on face-to-face meetings and the ability of public bodies to engage with consultees and the public.

2.2 Stages in Delivery Agreement Preparation

2.2.1 There are a number of stages in the preparation of a DA:

Table 2.2.1 DA Preparation Stages

	Stage	Progress
1	Prepare a draft CIS in discussion with WG	Complete
2	Consider any comments and revise as needed	Complete
3	Secure Senior Officer and Member approval of the consultation draft of the DA	Complete
4	Engage in public consultation on the draft DA	Complete
5	Consider any comments received and revise as appropriate	Complete
6	Secure Council resolution (LDP Regulation 9) to adopt the revised / final DA	Current Stage

7 The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended 2015), and the Development Plans Manual, Edition 3

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7	Submit to WG for agreement	
8	Once agreed by WG, publish the agreed DA on the RLDP website, inform relevant consultation bodies (LDP Regulation 10) and keep under review, to ensure that the Plan is prepared in accordance with it.	

2.3 Structure of the Delivery Agreement

2.3.1 This document is structured as follows:

2.3.2 Part 1 Introduction and Background: Outlines the purpose, structure and stages in the preparation of the DA and considers the form and content of the RLDP; matters which will inform the development of the RLDP; opportunities for collaborative working; Plan Examination; and preparation of Supplementary Planning Guidance (SPG).

2.3.3 Part 2 The RLDP Timetable and CIS: The timetable sets out the various stages of Plan preparation (including definitive and indicative dates), how the Council will manage the process and provides an assessment of the resources required. It considers the delivery of the timetable, and matters such as Council procedures and availability of resources and risk management. It also establishes key dates for the preparation and publication of the ISA reports and the Habitats Regulations Assessment (HRA) documents. In respect of the CIS it focuses on the key principles for engagement, the aims of the CIS, how consensus will be built and developed and considers where engagement in the Plan's preparation will be focused. It sets out who the Council will engage and consult with, including the public and stakeholders and when and how this will take place.

2.3.4 Part 3 Monitoring and Review This section outlines how the DA will be kept under review and the role of the Annual Monitoring Report (AMR).

3 . The Replacement Local Development Plan

3.0.1 The RLDP period, otherwise referred to as the 'Plan period', will be for 15 years from 2021 to 2036. Once adopted, the NPT RLDP 2021-2036 will replace the NPT LDP 2011-2026.

3.1 Preparing the Replacement Local Development Plan

3.1.1 The RLDP will have a major influence on the future shape of NPT and its individual communities. It will be required to:

- Support the National sustainable placemaking outcomes of Planning Policy Wales (PPW);
- Comply with the requirements of the WBFGA (2015), including the seven Well-being Goals and the five ways of working;
- Be in general conformity with the National Development Framework known as Future Wales - The National Plan 2040;
- Ensure that effective regional collaboration informs plan preparation;
- Ensure that the RLDP is fully integrated with and reflects other relevant plans and initiatives including the need to be in general conformity with the emerging South West Wales (SWW) Strategic Development Plan (SDP);
- Ensure that the tests of soundness are met;
- Be informed by an ISA which includes Strategic Environmental Assessment (SEA), Equalities Impact Assessment (EIA), Health Impact Assessment (HIA) and Welsh Language Impact Assessment (WLIA);
- Satisfy the Socio-economic Duty under Part 1, Section 1 of the Equality Act 2010;
- Satisfy the Duty under Part 1, Section 6 of the Environment (Wales) 2016 Act to maintain and enhance biodiversity and promote the resilience of ecosystems.
- Adopt a strategic view of the spatial implications of development decisions and act as a basis for rational and consistent decisions regarding the use and development of land;
- Guide the amount and location of new development in the County Borough;
- Reflect local aspirations, based on a vision agreed by the community and stakeholders;
- Address new Policy areas and approaches (e.g. Placemaking and Green Infrastructure);
- Guide growth and change, while protecting local diversity, character and sensitive environments;
- Be based on evidence and consideration of all feasible alternatives;
- Indicate how and where change will occur over the Plan period; and
- Guide the location of new public / grant funded projects and co-ordinate the provision of new infrastructure, such as highways and schools.

3.1.2 There will be a focus on stakeholder and community engagement and collaborative working throughout the process in order to make the Plan relevant, inclusive and engaging to local communities. It is essential that the process is transparent and fully explained in order to maintain community and stakeholder confidence in the RLDP.

3 . The Replacement Local Development Plan

3.1.3 The preparation of the RLDP is regulated by detailed requirements and guidance and will be subject to a tight timetable agreed with WG. The guidance indicates that WG expects replacement plans to be prepared in 3.5 years from formal agreement of the DA (with provision for a single slippage period of 3 months only). Chapter 4 provides further information.

3.2 Replacement Local Development Plan Format and Content

3.2.1 It is anticipated that the RLDP will follow a similar format to the existing LDP although, as identified in the Review Report, a number of Policy areas will need to be reassessed and / or revised. The RLDP will need to be in general conformity with Future Wales - The National Plan for 2040⁽⁸⁾, the emerging SWW SDP and ensure compliance with National Policy requirements.

3.2.2 The draft format is as follows, and largely reflects the current Plan set up:

- **Introduction** (contextual issues and strategies and key issues to be addressed)
- **Strategy** (vision, strategic issues, key aims and objectives, growth and spatial strategies)
 - Sustainable Settlement Hierarchy
 - Key strategic policies (area and site specific embodying Placemaking principles etc.)
 - Proposed level of change/growth - spatial distribution and control mechanisms
 - Key diagram
- **Development Management Policies**
 - Succinct area-wide policies
 - Designated areas for protection, safeguarding, conservation and constraint
- **Site and Area-based policies and allocations**
 - Sites for development with policies for delivery and implementation
 - Master planning frameworks and principles
- **Succinct reasoned justification** (to explain policies and guide their implementation)
- **Monitoring Framework**
- **Housing Trajectory Appendix**
- **Implementation and Delivery Appendix**
- **Proposals map** on Ordnance Survey base.
- **Constraints Map**

3.2.3 In the Deposit Version of the RLDP, the Strategic, Development Management, Site and Area based policies will likely be grouped according to the 4 pillars of sustainability embedded in PPW & FW; Placemaking, Active and Social Places, Productive and

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Enterprising Places and Distinctive and Natural Places. The key stages of RLDP preparation as required under the provisions of the LDP Regulations are outlined in Appendix B.

3.3 Replacement Local Development Plan Impact Assessments

3.3.1 The Council is required by the Planning and Compulsory Act 2004 to undertake a SA of the RLDP and to report its findings as an integral part of the Plan preparation process. In addition, separate legislation⁽⁹⁾ requires plans to be subject to SEA. In accordance with WG guidance, it is intended to integrate the SEA with the SA to inform the plan preparation process in an iterative way.

3.3.2 In addition to SA and SEA requirements, a number of other statutory and key elements will need assessment including the WBFGA (2015), Equalities Act (2010), Welsh Language and Health Impacts Assessments. It is intended to combine these assessments into a single Integrated Sustainability Appraisal (ISA) in order to avoid duplication and to ensure that all relevant aspects are considered in one document. The Socio-economic Duty under Part 1, Section 1 of the Equality Act 2010 must also be assessed and complied with. However, Habitats Regulations Assessment (HRA)⁽¹⁰⁾ will be undertaken separately in accordance with guidance, since this uses a different precautionary testing mechanism (see below).

3.3.3 The ISA will have the following main stages and reports:

- **ISA Scoping Report:** Setting out the ISA methodology and consultation proposals. The document will provide a review of other plans, policies and strategies likely to influence the LDP and ISA process and will include relevant baseline information that will inform the assessment together with the ISA Assessment Framework to be used in the appraisal of proposed RLDP policies and proposals.
- **ISA Reports:** ISA Reports will be issued to accompany the main RLDP stages and document the iterative assessment and plan preparation process that has been undertaken up to that point. The ISA will also form an integral part of the Candidate Site Assessment Methodology. ISA Reports will be issued at the Preferred Strategy stage (including assessment of RLDP Options, reasonable alternatives, strategies and strategic policies), the Deposit plan stage (including assessment of all proposed site allocations and policies), and at submission stage to incorporate changes made as a result of the deposit consultation.
- **Non-technical summary reports** will also be produced at each main stage.
- **Post RLDP adoption statement:** Published after the RLDP is adopted, explaining how the ISA findings have influenced the plan.

3.3.4 The HRA will be undertaken and reported on separately. Any plan or programme that could affect a designated Natura 2000 site (a Special Area of Conservation (SAC), Special Protection Area (SPA), or a Ramsar site) needs to be subject to the Conservation

9 The Environmental Assessment of Plans and Programmes (Wales) (The SEA Regulations) 2004

10 [Conservation of Habitats and Species Regulations 2010](#)

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of Habitats and Species Regulations 2017 (as amended). A HRA will therefore be required, together with an Appropriate Assessment (AA) if necessary. The HRA process has the following main stages:

- **Stage 1 - HRA Screening:** To identify Natura 2000 sites that could be affected by provisions in the RLDP, their primary reasons for designation and any possible impacts from RLDP policies, proposals and allocations, in combination with other relevant proposals.
- **Stage 2 - Appropriate Assessment:** If any element of the RLDP is found to be likely to have any significant effects on any Natura 2000 site, a more detailed assessment will be required to determine whether the integrity of any site could be adversely affected (either alone or in combination with any other plans or projects). If such effects cannot be avoided or adequately mitigated, consideration will need to be given to changing the plan proposals.
- **Stage 3 - Consideration of alternatives:** This stage will only be required under the circumstances outlined above and when alternatives are feasible
- **Stage 4 Imperative Reasons of Overriding Public Interest:** It is unlikely that any proposals within the RLDP would be considered necessary for *Imperative Reasons of Overriding Public Interest*. This implies that if adverse effects are unavoidable, the RLDP will need to be changed to avoid such impacts.

3.3.5 Both ISA and HRA are iterative processes that will be undertaken throughout the Plan preparation process and will inform and direct the development of the Plan. It is a requirement of the Regulations that the LPA takes into account the SEA Environmental Report (i.e. the conclusions of the SEA) in decision making, showing how the results of the assessment have been taken into account, and giving the reasons for choosing the Plan as adopted in light of other reasonable alternatives. The ISA will be prepared with the participation of the Environmental Consultation Bodies (as identified in the Regulations) and public and stakeholder consultations will be undertaken in parallel with RLDP consultations.

3.3.6 The key stages involved in the preparation of the ISA and the HRA of the RLDP, together with the proposed timetable are provided in Appendices A and B.

3.4 Joint Local Development Plans and Regional Collaboration

3.4.1 Collaboration is a requirement of the WBFGA (2015) and part of the first of the three Tests of Soundness set out in the Development Plans Manual (i.e. Does the Plan Fit? - see section 3.5 below). LPAs are also required to demonstrate that all opportunities for joint working and collaboration on both plan preparation and the evidence base have been exhausted. This is particularly relevant where the LDPs of neighbouring authorities are on similar preparation timescales and where there are strong cross-boundary linkages.

3.4.2 A close working relationship has been forged with the adjoining Authorities (Swansea, Carmarthenshire, Powys, Bridgend and Rhondda Cynon Taff Councils and the Brecon Beacons National Park Authority) through regular programmes of meetings both at a local and regional level.

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3.4.3 Additional collaborative work that will inform RLDP preparation has also been undertaken with specific neighbouring authorities, with an example being the preparation with colleagues in Swansea on the Fabian Way Innovation Corridor SPG. Future preparation of joint and shared evidence such as this, including potential Statements of Common Ground (SoCG) where shared interests exist, will be pursued wherever the opportunities arise.

3.4.4 At the present time, as detailed in the Review Report⁽¹¹⁾ there is presently no prospect of undertaking a Joint LDP with an adjoining Authority due to the timelines which each Authority is following.

3.4.5 Regionally, the Former Mid and South West Wales (M&SWW) Strategic Planning Group⁽¹²⁾ has already undertaken a significant amount of collaborative working. To date, discussions and progress have centred on two key studies: a *Joint Local Housing Market Assessment* and a *Regional Viability Study*. These studies will not only inform reviews of individual LDPs but will also contribute positively as a potential baseline for future work on SDPs.

3.4.6 Over the course of preparing the RLDP there will be a need for the Council to closely consider the implications of the emerging SDP for the SWW Region. SDP related discussions are taking place on a regular basis across the SWW region to consider the resources and the scope of the work required. The SDP will be formally progressed following the establishment of a Corporate Joint Committee (CJC) for the region by February 2022. The SDP will be prepared in tandem with the NPT RLDP 2021-2036 by a team appointed by the CJC once established. The NPT RLDP will need to be in general conformity with the emerging SWW SDP.

3.4.7 The RLDP will also need to align with and reflect the policies of Future Wales⁽¹³⁾, including those specific to the SWW Region such as the Swansea Bay and Llanelli National Growth Area.

3.5 Independent Examination

3.5.1 The Council is required to submit its Deposit RLDP, associated documents and representations to WG for consideration of its “soundness” by a WG appointed independent Inspector at an “Examination in Public”. The Inspector will have regard to the evidence submitted with the Plan and the representations received at the Deposit stage in order to determine whether the Plan meets the following tests of soundness:⁽¹⁴⁾

11 <https://www.npt.gov.uk/media/13823/ldp-review-report-july-2020.pdf?v=20200709084011>

12 Future Wales has divided the M&SWW Region into the Mid Wales (MS) Region and South West Wales (SWW) Region

13 <https://gov.wales/future-wales-national-plan-2040-0>

14 [Development Plans Manual Edition 3 \(2020\)](#).

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The Tests of Soundness

Preparation Requirements:

- Has preparation complied with legal and regulatory procedural requirements? (LDP Regulations, CIS, SEA Regulations, SA, HRA etc.)
- Is the plan in general conformity with the NDF⁽¹⁵⁾ and/or SDP? (when published or adopted respectively)

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

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

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

3.5.2 In view of the tests set out above, it is crucial that the RLDP is founded on a strong evidence base with its form and content as prescribed by the Regulations and consultation procedures.

3.5.3 Following the examination, the Inspector will produce a report recommending changes to the RLDP together with reasons for the changes. The Inspector's recommendations are binding on the Authority and if the Plan is found sound, the LPA must adopt the RLDP by resolution within 8 weeks of its receipt unless the WG intervenes.

3.6 Supplementary Planning Guidance

3.6.1 SPG are non-statutory documents and may be prepared to expand upon policies or proposals contained in the RLDP. They can relate to specific topics or policies contained within the plan or they could also take the form of local level 'Place Plans'⁽¹⁶⁾. The need to review existing SPG and prepare new SPG will be considered as part of the RLDP preparation process. The Pre-Deposit/ Preferred Strategy stage will be a key time at which any new SPG needed will be identified. Relevant stakeholders will be consulted during the production of SPG.

3.6.2 Where SPG will assist the understanding of the RLDP it will be prepared and consulted on as an intrinsic part of the process of engagement as set out in this DA.

15 Now called Future Wales

16 http://www.placeplans.org.uk/en/?page_id=315

4 . Replacement Local Development Plan Timetable

4.1 Replacement Local Development Plan Timetable Definitive and Indicative Stages

4.1.1 The timetable detailing the various stages of the RLDP process and how it will be project managed, together with the resources required for its preparation is a key part of the DA.

4.1.2 The following table outlines the proposed key stages and timetable in the RLDP preparation process required by the Planning and Compulsory Purchase Act 2004 and the LDP Regulations. A more detailed timetable is set out in Appendices A-C, including dates for the publication of the SA and AMR.

Table 4.1.1 Table detailing the stages of RLDP preparation

Key Stage	Stage of RLDP Preparation	Timescale
Definitive Stages		
1	Delivery Agreement	January 2022
2	Pre-Deposit Participation / Preparation (Regulation 14)	January 2022 - November 2023
	Call for Candidate Sites	March 2022 - May 2022
3	Pre-Deposit (Preferred Strategy) Consultation – (Regulation 15)	March 2023 - April 2023
4	Deposit Participation/ Preparation	August 2023 - February 2024
	Deposit RLDP Consultation (Regulation 17)	March 2024 - April 2024
Indicative Timetable		
5	Submission of RLDP to WG for examination (Regulation 22)	October 2024
6	Independent Examination (Regulation 23)	December 2024 - February 2025
7	Receipt & Publication of the Inspector’s Report (Regulation 24)	May 2025
8	Adoption of the RLDP (Regulation 25)	July 2025
9	Monitoring and Review	April 2026

Definitive and Indicative Stages

4.1.3 The LDP Regulations provide for a two-stage timetable – definitive stage and indicative stage.

4.1.4 Definitive stages (stages 1-4) are those up to and including the Deposit Plan stage. As these stages are under the direct control of the Council, the timescales outlined above are considered to be realistic and achievable. Every effort will be made to adhere to and avoid deviations from the (agreed) timetable.

4 . Replacement Local Development Plan Timetable

4.1.5 Indicative stages (stages 5-9) relate to those stages of the RLDP process post Deposit and up to and including Adoption. As this stage of the process is dependant on various external factors and influences, such as the number of deposit representations received, the dates are indicative. Following the closure of the statutory consultation period on the Deposit Plan and prior to submission of the plan, the Council will update the timetable with definitive timings for the remaining plan stages.

Plan Preparation Stages

4.1.6 Draft Delivery Agreement (Regulation 9)

4.1.7 The Local Planning Authority must produce a DA which is essentially the timetable for delivering the RLDP as well as a management tool to ensure progress is made to adopt the RLDP in good time. It also includes the CIS which sets out how, who and when stakeholders will be involved in the RLDP's development. Stakeholders and General Consultees will be made aware of the decision to produce a RLDP and it requires their involvement in the development of the Plan. The Draft DA will be subject to 6 week consultation to seek views on its contents.

4.1.8 Delivery Agreement (Regulations 5 - 10)

4.1.9 The first formal stage of the RLDP is the production of the DA. The new DA must be approved by resolution of the Local Planning Authority (Regulation 9) and agreed by WG (Regulation 9). Any slippage to the Plan's timetable must be agreed with WG.

4.1.10 Call for Candidate Sites (Regulation 14(2))

4.1.11 Following publication of the DA, the first formal stage of preparing the RLDP is the request for nominations for sites (Regulation 14(2)). These are known as "Candidate Sites" and all consultees and members of the general public who have expressed an interest in participating in the Plan's development will be contacted. Where the Council has up-to-date contact details, landowners, site promoters and developers of undeveloped site allocations in the existing LDP will also be contacted. A comprehensive publicity campaign will take place in the lead up and during this "Call for Candidate Sites" which will take place over a twelve week period. This will maximise awareness of the request as well as the requirements for ensuring all submitted Candidate Sites have the appropriate supporting evidence. **The publicity will stress that this is the appropriate time to submit sites for potential inclusion in the plan.** (This is not a commitment that all sites will be taken forward into the RLDP).

4.1.12 The ISA Scoping Report will be published alongside the Candidate Sites Assessment Methodology to ensure transparency in assessing candidate sites.

4.1.13 A Candidate Site Register (CSR) of all the sites received during the "Call for Candidate Sites" will be prepared and published on the Council's website and available at Deposit Venues.

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4.1.14 Following the publication of the Candidate Sites Register (CSR) a period of informal Community feedback will commence for approximately 9 weeks. During this period, the general public, Council members and stakeholders will be able to provide informal comments about the sites on the CSR. Whilst the Council will not be responding to any informal comments received during this period, the comments will nevertheless be used to inform the wider candidate site assessment process. This process will enable the LDP team to gather initial feedback on the sites and any issues raised in comments can subsequently be raised with the relevant stakeholders during the candidate site assessment process (e.g. concerns about sewerage treatment works capacity can be raised with Dwr Cymru Welsh Water or concerns about flooding can be raised with Natural Resources Wales). It will also give the community and stakeholders the opportunity to register their interest in any candidate site(s) and have their contact details added to our consultee database so that they can be kept up to date with the LDP preparation process in the future.

4.1.15 Pre-deposit Participation (Regulation 14 - 16)

4.1.16 In the earliest stage of plan preparation, the 'pre-deposit participation' phase, the Council will undertake the following:

- A Call for Candidate Sites;
- Press and other media publicity to alert the general public to the RLDP process carried out with the co-operation of the Council's Communication team;
- Correspondence directly to database registrants including Specific and General Consultation Bodies and members of the general public who have already expressed an interest in the process;
- Meetings of the RLDP Member Working Group, Cabinet Member, Key Stakeholder Group (KSG) (see Appendix E) and other Stakeholder Groups including representatives of the relevant consultation bodies (Specific and General as appropriate) to ascertain their expectations and aspirations for the plan and help identify issues, gather evidence and generate alternative strategies.
- More general consultation may take place to identify potential development sites to meet the aims of potential strategy options.

4.1.17 Pre-deposit Public Consultation (Regulation 15 & 16)

4.1.18 A statutory consultation phase of six weeks will be undertaken on the 'pre-deposit' document containing the Council's preferred strategy (including SA/SEA Participation). Stakeholders will be advised that this is the appropriate time to make representations on the sites identified in the Preferred Strategy Document and the CSR.

4.1.19 A comprehensive publicity campaign both in the lead up and during the statutory consultation period will be undertaken to both raise awareness and encourage involvement making representations on the RLDP.

4.1.20 The Cabinet Member and DMT, CDG & CMB will subsequently look at the consultation responses received and suggest changes. Regeneration and Sustainable Development Cabinet Board and Full Council will consider and agree any further changes.

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4.1.21 Statutory Deposit of Proposals (Regulation 17 - 21)

4.1.22 A statutory consultation phase of six weeks will be undertaken for representations to be made subsequently on the Statutory Deposit of Proposals in respect of both policies and sites (including SA/SEA).

4.1.23 A comprehensive publicity campaign both in the lead up and during the statutory consultation period will be undertaken to both raise awareness and encourage involvement in making representations on the RLDP.

4.1.24 The Cabinet Member and DMT, CDG and CMB will recommend a Council position on each consultation response– Regeneration and Sustainable Development Cabinet Board consideration and Full Council resolution to agree submission Document, Council position in response to each Deposit Plan consultation response and any recommended (limited) focussed changes.

4.1.25 Submission of RLDP for Examination (Regulation 22)

4.1.26 After the Deposit and subsequent consultation, the RLDP will be submitted for Examination by an independent Planning Inspector appointed by the WG.

4.1.27 Independent Examination (Regulation 23)

4.1.28 All documentation associated with the RLDP Examination will be made available as information to interested parties and the general public in addition to those directly involved in the formal proceedings. There will be an opportunity for those who made ‘duly made’ representations at Deposit to be heard by the Inspector. The Inspector’s role is to examine the RLDP in its entirety and test its ‘soundness’, to consider all relevant evidence and prepare recommendations and the reasons for those recommendations in the form of the Inspector’s Report.

4.1.29 Receipt of the Inspector’s Report (Regulation 24)

4.1.30 Following receipt, formal notification of the Inspector’s Report will be given to those persons who asked to be notified, and the Report will be published as a matter for information to participants, consultees, database registrants and to the general public, as well as to those who formally took part in the Examination In Public.

4.1.31 Adoption (Regulation 25)

4.1.32 Within 8 weeks of receipt of the Inspector’s Report, which is binding on the Local Planning Authority, if the Plan is found sound, the Plan will be reported to the Council for adoption. Following adoption the Council will publish an Adoption Notice in accordance with the regulations, and will publicise as matters of information to participants, consultees, database registrants and to the general public all relevant documents including the Council’s Adoption Statement and details of the ISA (incl. SEA) and its influence on the adopted RLDP.

4.1.33 Annual Monitoring and Review (Regulation 41)

4 . Replacement Local Development Plan Timetable

4.1.34 The Council will identify the successful implementation of policies and areas where change is necessary. It will also monitor significant effects of the RLDP against sustainability objectives and it will publish these reports annually.

4.1.35 Further detail on engagement methods through the RLDP preparation process is provided in Appendix C.

4 . Replacement Local Development Plan Timetable

Community Involvement Scheme

5.0.1 The CIS sets out who will be formally involved in the RLDP process and how and when the participation and consultation will occur.

5.0.2 The Council is fully committed to engaging with stakeholders and the local community throughout the Plan's preparation and intends to engage widely and as early as possible in order to take into consideration stakeholders views and build as much consensus as possible.

5.0.3 In preparing the CIS, the Council has given regard to:

- **Covid-19 Pandemic:** This DA has been prepared during the worldwide Covid-19 pandemic. During the preparation of the RLDP, the Council will adhere to all relevant Government Regulations regarding Covid-19 that are in force at any particular time. Including where necessary social distancing and restrictions on face to face meetings, and will seek alternative and innovative methods of consultation where possible during this time. This may involve using digital virtual meeting arrangements or other innovative methods to ensure that full engagement takes place. Should additional opportunities arise during the plan preparation process, especially where restrictions continue to be lifted, the Council will endeavour to respond to these.
- **Previous CIS:** Appendix I provides a review of the previous CIS and recommends a number of approaches for the RLDP.
- **WBFGA (2015):** The WBFGA (2015) requires public bodies to carry out sustainable development, which it defines as incorporating delivery of social, economic, environmental and cultural well-being. In order to demonstrate that the well-being goals and sustainable development principle have been fully incorporated into the decision making process, it has to be demonstrated that the *five ways of working* (involvement; collaboration; integration; prevention; and long term factors) have been adhered to. In respect of the CIS, the most significant of these are *involvement* and *collaboration*. Involvement means "involving other persons with an interest in achieving the well-being goals...", and collaboration means to consider how "collaboration could assist in meeting well-being objectives...". The authority is therefore required to ensure that stakeholders are fully *involved* in the RLDP preparation and decision making process and that there is full *collaboration* with other departments and sections within the Council and with other bodies (including neighbouring authorities, statutory undertakers and others) who could assist. Proposals for how these requirements will be met are set out below.
- **The NPT Well-Being Plan:** Following the WBFGA (2015), the NPT Well-being Plan⁽¹⁷⁾ adopts a sustainable development principal to ensure that the needs of the present residents of the County Borough are met without compromising the ability of future generations to meet their own needs. The Authority is committed to collaborate with any person or organisation that could help the Authority to meet its well-being objectives. The Authority also recognises the importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area.

17 <https://democracy.npt.gov.uk/documents/s36073/Local%20Well-being%20Plan%20Draft%20V10.pdf>

5 . Community Involvement Scheme

5.1 Engagement Principles

5.1.1 The NPT Public Services Board (PSB) has established a five part NPT PSB Citizen Engagement Scheme which provides a reference for good practice in public consultation. The scheme includes a toolkit to provide a common template for procedures and documents. When engaging with the public in the preparation of the RLDP, the Authority intends to follow the principles and procedures set out in the Citizen Engagement Scheme as far as practicable and involve the Engagement and Participation Officer in order to gain the views of young people in the Authority.

5.1.2 The Council is also committed to utilising the ten National Principles for Public Engagement in Wales.⁽¹⁸⁾ These are:

- Engagement is effectively designed to make a difference;
- Encourage and enable everyone affected to be involved, if they so choose;
- Engagement is planned and delivered in a timely and appropriate way;
- Work with relevant partner organisations;
- The information provided will be jargon free, appropriate and understandable;
- Make it easier for people to take part;
- Enable people to take part effectively;
- Engagement is given the right resources and support to be effective;
- People are told of the impact of their contribution;
- Learn and share lessons to improve the process of engagement.

5.1.3 The following RLDP specific consultation principles will also be used to guide the Council's approach to involving the local community and other stakeholders in preparation of the RLDP:

- **Frontloaded:** The community will be encouraged to be involved at an early stage in the preparation of the RLDP;
- **Continued Involvement:** The community will be encouraged to be involved throughout the process of preparing the RLDP;
- **Commitment:** Opportunities will be sought for the whole community to engage at appropriate stages in the process;
- **Inclusive:** The Council will encourage the active participation of everyone who has an interest in, or who may be affected by, the RLDP;
- **Transparent:** Engagement will be undertaken in a transparent and open manner;
- **Fit for Purpose:** Engagement will be fit for purpose and capable of being resourced; and
- **Realistic:** The Council will seek to ensure that all parties involved in the process understand and remain realistic about what can be achieved within the context of relevant legislation, WG guidance, and resources available.

5 . Community Involvement Scheme

5.1.1 Consensus Building

5.1.1.1 A key objective of the LDP system is to build consensus from the outset. A variety of consultation methods (see below) will enable structured discussions and involvement with the aim of building as much consensus as possible. NPT Council is committed to early and effective stakeholder and community engagement in plan making as this is something that the Authority believes is essential to ensuring that the RLDP is relevant and inclusive to local communities, and critical to achieve local ownership and legitimacy for policies that will shape the future development of the County Borough.

5.1.1.2 This approach should reduce the time taken to reach adoption by reducing the number of deposit objections to policies and therefore reducing the time spent at later stages of the Plan preparation process. Consensus building will be assisted through the establishment and sharing of a common information base for the key issues from the start of the process.

5.1.1.3 Where consensus cannot be achieved, it is important that the sources of information leading to a decision are explicit and respected by all parties. In such instances, other appropriate matters such as national policy will be considered to determine any outcome. Progression may also be made on a majority basis.

5.1.2 Welsh Language

5.1.2.1 The preparation of the RLDP and all engagement with stakeholders and the public will be undertaken in accordance with the Council's Welsh language standards and the Welsh Language Standards Regulations 2015⁽¹⁹⁾.

- The Authority welcomes correspondence in Welsh or English and will deal with Welsh and English correspondence to the same standards and timescales;
- Correspondents will receive a reply in the language of the original correspondence;
- All forms, consultation documents (excluding technical documents), publicity materials and correspondence will be bilingual;
- All meetings, whether formal or informal, will be conducted bilingually where requested beforehand; and
- All consultation draft and adopted RLDP policy and supplementary guidance publications will be bilingual.

5.1.3 Role of Stakeholders and Interested Parties

5.1.3.1 In accordance with the LDP Regulations, engagement in the RLDP's preparation will focus on stakeholders and the public.

5.1.3.2 In order to ensure that specific and general consultees, agencies and other participants are able to play a full role and represent their local communities throughout the RLDP process it will be important that all stakeholders and participants have regard to the following expectations:

19 [Welsh Language Standards \(No.1\) Regulations 2015](#)

5 . Community Involvement Scheme

- Provide full contact details (including full name, postal address and email address) to enable full engagement and feedback (phone numbers and email addresses will be redacted from published material);
- Respond to correspondence within the prescribed timescale;
- Raise legitimate issues that can be addressed by the RLDP;
- Commit to the process by attending, contributing and helping to achieve consensus;
- Identify any gaps in information supplied and/or the RLDP evidence base;
- Where appropriate, put forward Candidate Sites early in the process as part of the Call for Candidate Sites;
- Follow all relevant guidelines and procedures;
- Provide and share information if required; and
- Understand that the RLDP Inspector's Report is binding and there can be no appeal in respect of the recommendations of the Inspector.

5.1.3.3 The General Data Protection Regulation (GDPR) requires that data protection principles, rights and obligations are applied to any personal data processing (data that we collect, hold, analyse) as part of the RLDP preparation process.

5.1.4 Petitions

5.1.4.1 Petitions are sometimes used by groups to offer their opinions on an issue. Any submitted petition should clearly state on each page the purpose of the petition, and should have a contact name and address/ e-mail.

5.1.4.2 All correspondence will be directed to the contact details given of the person organising the petition; individual acknowledgement will not be sent to individual signatories of the petition.

5.1.5 Duly Made and Late Representations

5.1.5.1 In order for a representation to be duly made, it must include all necessary information and specify the matters to which it relates. Where a representation is made at Deposit Stage it must be clear what changes are sought, the grounds upon which the representation is made and the relevant test(s) of soundness that have not been met.

5.1.5.2 The Council will only accept representations received during the prescribed consultation periods. Deadlines will be strictly adhered to and any representations received outside of these consultation periods will be deemed to be not duly made. To avoid disappointment it is advisable to submit any information with a couple of days to spare and check that it has been received.

5.1.5.3 Whilst there will be an increase in the use of social media for awareness raising to help to ensure that significant strategy considerations and development proposals can spark debate and understanding on some of the more controversial aspects of the plan. The Council cannot accept representations made directly via social media. Information will be provided as to how to make valid representations.

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5.2 Engagement Methods

5.2.1 Document Availability

5.2.1.1 All relevant documents produced as part of the RLDP preparation process will be made available to stakeholders at appropriate times to inform the plan preparation stages. These documents will be published on the RLDP website (www.npt.gov.uk/ldp). In addition, subject to current Covid restrictions, by appointment only printed copies will be available at the following offices (Deposit Venues):

- Neath Civic Centre, Neath, SA11 3QZ
- Port Talbot Civic Centre, Port Talbot, SA13 1PJ
- The Quays, Brunel Way, Baglan Energy Park, Neath SA11 2GG

5.2.1.2 Paper copies of documents will be available for purchase on request at a price to cover the costs of printing, postage and packaging.

5.2.2 Methods of Involvement, Participation and Consultation

5.2.2.1 Stakeholder Involvement

5.2.2.1.1 It is proposed to use a diverse range of methods to ensure effective community involvement throughout the Plan process while complying with the requirements of the Regulations. Engagement with stakeholders will be the principal on-going method of involvement during the preparation of the plan.

5.2.2.1.2 Stakeholders will be provided with information via the RLDP website (and other methods where required) and comments, observations and input will be invited at all relevant plan preparation stages. The opportunity to discuss issues with staff will be made available via electronic communication or phone, and in person if appropriate or on request, subject to any currently prevailing Covid-19 restrictions.

5.2.2.1.3 Identified key stakeholders will be involved more closely in discussions about the plan vision, objectives and strategy in Key Stakeholder Group (KSG) events to be held live, on-line or in person as appropriate on at least two occasions prior to the Deposit consultation, enabling involvement of interested parties in the setting and definition of the plan's overall approach, desired objectives and outcomes and preferred strategy.

5.2.2.1.4 In addition, it is proposed to set up Technical Working Groups (TWGs) for specific subject or topic areas, which will comprise of Council officers and targeted stakeholders with expertise or interest in the topic area concerned. This will enable stakeholders to be fully involved in more detailed identification of the key issues in respect of specific policy matters that face the County Borough, and development of strategies and approaches to address these as appropriate.

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5.2.2.2 Public Participation

5.2.2.2.1 In order to ensure that the plan preparation process is as open as possible and that the public is able to participate as fully as practicable, the following methods will be used:

- Relevant documents and updates will be published on the LDP/ RLDP **website** (www.npt.gov.uk/ldp) on a regular basis;
- A **FAQ section on the website** to anticipate the issues that stakeholders may find difficulty in understanding and hopefully address that confusion and encourage participation;
- **Hard copies** of relevant documents will be in the 3 deposit venues at key stages; **Libraries** will be provided with guidance notes on how to access documents on-line;
- Engagement activities and formal consultation stages will be advertised through various local **Radio** campaigns and "sound-bite" indicating what stage we are at and urging listeners to go to our website and take part;
- **On-line video conferencing** with a facilitator and producer to encourage participants to take part and the points raised are captured;
- Updates to the **Public Service Board** will be provided on a regular basis;
- Regular updates will also be given via the Council's **social media** accounts including "In the Loop" which is a Digital Magazine which goes out to approximately 4,500 employees monthly (69% of which live in NPT), a weekly SWAY (to NPT employees) which highlights important information readers may wish to be made aware of, Facebook, LinkedIn, Instagram, NPT News which is a monthly e-newsletter going out to approximately 2,000 people, and Twitter.
- **Social Media Networking Platforms** YAMMER and Facebook Workplace are currently being piloted for NPT Council Employees. The chosen platform will also be utilised.
- In the absence of a Town or Community Council in Port Talbot, contact will be made with **#VIVA Port Talbot** - the Business Improvement District (BID) in Port Talbot which is working to strengthen the voice of businesses on matters that affect the Town Centre.
- In addition the **Youth Council** and **Young Mayor** will be contacted and kept informed;
- Colleagues in Social Services will distribute information and collect responses with young people through NPT Young which is also known as **YOVO** (11 plus years old) and **Junior YOVO** (7 to 11 years old);
- **Press releases** will be issued at appropriate times. Local, regional as well as national journalists are contacted with a hope that they will carry the story at the appropriate times;
- **NPT News Room** - is a live blog that refreshes regularly on the Council's webpage;
- **QR Codes** will be created along with **pop-up banners** at locations with heavy footfall to encourage people to go to the Council's website.
- **Digital Screens** at Civic Centres, Social Housing Offices, Health Authority Sites, transport hubs and certain digital bus stops with the message to go to the Council's website being the key message;
- **Posters and leaflets** (including QR codes) will be distributed to key local community facilities such as Libraries, GP surgeries, Leisure Centres and Community Notice Boards at key stages (Preferred Strategy and Deposit Consultations);

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- **Targeted Public Exhibitions (Drop in or Un-staffed)** as necessary;
- **Virtual stakeholder meetings** in each of the 8 Spatial Planning Areas at Preferred Strategy & Deposit Plan Stage. Subject to the continued relaxation of Covid restrictions and while ensuring compliance with prevailing regulations, face to face meetings will be arranged where necessary and appropriate;
- **Elected Members** of NPT Council will have a key role to play in ensuring that local communities are kept informed and engaged with the plan preparation process, this could include distributing information or posters;
- Full **liaison** between the LDP and the **NPT Public Service Board** will be maintained;
- Full use will be made of **Local Area Co-ordinators** to distribute and communicate information. They will know their constituencies and importantly, those who have difficulty in accessing information;
- Communication will be distributed using **Gov.Notify**.
- **LGBTQ+ Forums, Black Asian Minority Ethnic Groups**, all other relevant **seldom heard stakeholder groups** will be engaged through targeted social media campaigns and awareness raising via other appropriately tailored methods such as posters/leaflets where necessary. Documentation or consultation materials will be translated into other languages and formats when required in order to ensure maximum engagement with seldom heard groups;
- Welsh Language stakeholders will be engaged through the **medium of Welsh**. All published non-technical material will be made available in Welsh (see Welsh Language Section above).

5.3 Replacement Local Development Plan Involvement - who will be involved?

5.3.1 Community Profiling

5.3.1.1 The Development Plans Manual indicates that the Council should profile the community in order to identify the most appropriate range of interests to be involved the LDP preparation process. Full details and findings of this process are set out in Appendix H.

5.3.1.2 Taking the existing LDP stakeholder / consultation bodies lists as a starting point, in order to encourage representation from all sectors of society within NPT (as characterised in Appendix H) in an equitable way, potential stakeholders from some under-represented sectors need to be encouraged to become involved. Additional stakeholder groups have been contacted where gaps are identified in this respect, and these have been included on the General Consultation Bodies list where appropriate.

5.3.2 Specific and General Consultation Bodies

5.3.2.1 In accordance with the LDP Regulations, the Council has compiled lists of *consultation bodies*, that is organisations or groups that are likely to have an interest in or be affected by the RLDP. These comprise *Specific Consultation Bodies* (including WG, Natural Resources Wales (NRW), statutory undertakers and adjoining local authorities) and *General Consultation Bodies* (including voluntary groups and representatives of business interests). A list of *Other Consultation Bodies* has also been compiled, including

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organisations or bodies that do not fit into the categories set out in the Regulations, but that may have an interest or be affected. These consultation bodies lists are set out in Appendix F and G.

5.3.2.2 In order to avoid consultation fatigue for stakeholders and to encourage structured discussion, engagement will be focussed on organisations and groups identified as Key Stakeholders. Key Stakeholders are those identified in Appendix E.

5.3.2.3 In addition, specific relevant stakeholder representation will be sought for each of the TWGs. Stakeholders who have an interest in specific topic areas will be encouraged to become involved in TWG discussions and Key Stakeholder events. These will consist of both internal officers and external stakeholders.

5.3.3 Key Stakeholder Group

5.3.3.1 During the early stages of Plan preparation, a KSG will be formed. The KSG will be involved throughout the Plan preparation period up to and including the Deposit stage. It will play a central role in identifying the Plan vision, objectives and strategy options and consider the RLDP strategy, distribution of growth, emerging site allocations and policies. Appendix E identifies the proposed KSG members.

5.3.4 Elected Members

5.3.4.1 Elected Members will be expected to act as champions for the RLDP preparation process by keeping their constituents up to date with progress. All-Member seminars will be held at appropriate times during the plan preparation process, in particular in advance of periods of public consultation. This will help to inform Council Members of the development and progress of the plan and to encourage engagement with their constituents to widen public awareness, with the intention of maximising benefits from Members' roles and the participation of the public. Members may be asked to distribute information directly to digitally excluded residents and share information via their own community social media pages.

5.3.4.2 In addition, the RLDP Member Working Group will regularly receive Pre-committee Briefings to enable a direct role in the evolution of RLDP strategies and policies and to influence the plan's direction and priorities.

5.3.4.3 Council Members will also be invited to take part in pre-booked 'drop-in' sessions with officers of the LDP Team (either on-line or in person as appropriate) to facilitate communications between the public, Members, and Officers to help to spread awareness of the RLDP preparation process and emerging strategies and proposals and to enable the views of the community and wider public to be made known. These are likely to be held during the stages of informal Community feedback on the Candidate Sites Register, to give members the opportunity to share information about sites within their wards.

5.3.4.4 Liaison and briefings with the Cabinet Member for Regeneration & Sustainable Development will be held regularly throughout the RLDP preparation process.

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5.3.4.5 The number of wards in the County will reduce from 42 to 34 following the implementation of the Local Democracy and Boundary Commission for Wales Review of Community Arrangements in the County Borough of Neath Port Talbot and will result in 4 less County Councillors.

5.3.5 Community and Town Councils

5.3.5.1 In preparing the RLDP, the Council recognises the important role of Town and Community Councils within their respective communities acknowledging their capability to communicate information and encourage engagement. As a reflection of this role and status as Specific Consultees (Appendix F), the Council will consult with them at appropriate stages (including representation at the Key Stakeholder Group). Town and Community Councils both within the County Borough and in areas directly adjacent to its boundaries will play a significant role in communicating information and encouraging engagement in the RLDP process and conveying communities views.

5.3.5.2 There are 19 Town and Community Councils (236 seats) of varying sizes and budgets within the County. It is considered that attending the meetings of each of these Councils on an individual basis is impracticable due to resource issues. However, where practicable, the Council will however identify other appropriate methods of engagement for the Sector. Such methods could include area-based meetings. There are also opportunities to utilise the Council's established Town and Community Council Liaison Forum. In the absence of Town and Community Councils within the Port Talbot area, VIVA Port Talbot Business support and organisations based in those areas will be targeted and engaged in order that the views of those areas are captured.

5.3.5.3 There are also a number of external organisations that could play an important role in supporting engagement with the Sector – including One Voice Wales and Planning Aid Wales. In relation to the former, reference is made to the well-established Area Committee structure, whilst Planning Aid Wales are established training providers for the sector.

5.3.5.4 The Council is also mindful of proposed future changes due to the Parliamentary Boundary Review and the introduction of the South West Wales Corporate Joint Committee. As the make-up of Local Government changes then so will the consultation strategy adapt to ensure that all key voices are given the opportunity to engage and in return are listened to.

5.3.6 Hard to Reach and Protected Characteristics Groups

Hard to Reach or Seldom Heard Groups

5.3.6.1 The community profiling exercise has identified a number of Hard to Reach or Seldom Heard Groups within NPT. Measures will be taken to contact these groups and individuals and where possible to encourage them to participate through the processes outlined above, including forums and discussions.

5.3.6.2 In particular representatives from the following groups will be encouraged to become involved in the RLDP preparation process:

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- Young people;
- Older persons;
- People with Disabilities;
- Gypsies and Travellers;
- Unpaid carers;
- Students;
- Black Asian Minority Ethnic (BAME) Groups;
- LGBTQ+ Forums

5.3.6.3 In addition there are other groups identified as significant in the community profiling who are considered to have been under represented previously in LDP preparation. This includes (but is not limited to) those seeking affordable housing in the County Borough, people on low incomes, small house builders and small and medium sized enterprises. Every effort will be made to contact and engage with these groups by utilising existing mutual points of contact wherever possible.

5.3.6.4 Appropriate representatives of the identified groups will be invited to participate at the relevant stages of the plan preparation process, in order to maximise the inputs and benefits from the participation. Examples and information will be sought from other services within the Council and associated organisations in order to identify groups and lines of communication to ensure participation.

Protected Characteristics Groups

5.3.6.5 Under the Equality Act 2010, the following characteristics are defined as *protected characteristics*:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

5.3.6.6 Under the Equality Act 2010, it is against the law to discriminate against someone because of the above protected characteristics. All public bodies, including the Council are required under the Act to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations amongst and between different protected groups (known as the Public Sector Duty).

5.3.6.7 The Protected Characteristic Groups have been considered in the compilation of the consultation bodies lists and additional groups contacted and included where appropriate within the RLDP stakeholder groups.

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5.3.6.8 The Council has developed a Strategic Equality Plan (SEP)⁽²⁰⁾ in line with the requirements of the Equality Act 2010 which demonstrates the Council's commitment to progressing the equality agenda in Neath Port Talbot, through providing high quality public services to all citizens. The SEP aims to:

- Remove or minimise disadvantages experienced by people due to their protected characteristics; and
- To take steps to meet the needs of people from protected groups where these are different from the needs of other people.

5.3.6.9 The Council's SEP and the 8 associated equality objectives will be fully considered and adhered to throughout the process to ensure that those with protected characteristics and other hard to reach groups have the same opportunities to engage with the active travel process, with their participation and inclusion in the process given the same weight and opportunity.

5.3.6.10 An Equality Impact Assessment (EIA) will be carried out to ensure that the impact of policies, consultations and procedures on all residents and visitors are assessed.

5.3.6.11 Council departments, existing networks and delivery partners will assist in ensuring access to all and will target specific groups. For example, the Council's Community Cohesion Officer will facilitate contact with the Black and Minority Ethnic (BAME) Community and help to share information to the community and help the community to engage in the consultation process in order to express their views.

5.3.7 Local Development Plan Consultee Database

5.3.7.1 A comprehensive LDP consultee database has been maintained by the Council since the commencement of the preparation process for the original LDP. This has included all persons and organisations that have expressed an interest in the RLDP process or made comments on any aspect, together with anyone who has asked to be kept informed at any stage of the LDP or RLDP process.

5.3.7.2 The General Data Protection Regulations (GDPR) came into force in 2018 placing new restrictions on how organisations can hold and use personal data and defining rights and procedures in respect of the data. Given that this applies to the LDP database, in 2018 the Council wrote to all of those on the database and removed those who no longer wished for their details to be stored. Any person who wishes to be added to the consultation database should email the LDP team (ldp@npt.gov.uk) and give written consent to the Council storing their personal details.

5.3.8 Developers, Agents and Other Site Promoters

5.3.8.1 Developers, agents, landowners and any other interested persons are encouraged to submit suggestions for sites that they wish to be considered for development during the Call for Candidate Sites. Details of the Candidate Sites process, including guidance notes, will be made available on the Council's website for a significant period prior to the Call for

20 <https://www.npt.gov.uk/2331>

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Candidate Sites in order for developers, agents and landowners to fully understand the process, understand the potential costs of submitting a site (including the costs of obtaining supporting evidence such as the Development Viability Model) and understand where consultants and specialists may be required.

5.3.8.2 Prior to the Call for Candidate Sites, the LDP Team will invite developers, agents, landowners, other site promoters and interested community members to a workshop to inform them of the process for submitting sites. In addition, given that site allocations will not automatically be rolled forward to the RLDP, prior to the Call for Candidate Sites, the LDP Team will write to all landowners, agents and/or developers of undeveloped site allocations to inform them of the Call for Candidate Sites where we have up-to-date contact information.

5.3.8.3 Developers, agents, landowners and other interested persons will also be involved in the Housing TWG. Following the revocation of TAN1, the LDP Team will use the TAN1 steering group as the basis for the Housing TWG and invite estate agents/ lenders/ valuers etc. to extend the membership to discuss viability input assumptions for example with regards to house prices/ build costs/ developer profit etc.

5.3.9 General Public

5.3.9.1 Members of the public will be informed of RLDP progress through a range of methods. All relevant documents and information will be on the LDP website⁽²¹⁾, with details of current consultations and activity. Information will also be circulated through the Council's social media accounts including Facebook, Facebook Workplace and or Yammer (currently being piloted, the chosen platform will be used by Council staff), Instagram, LinkedIn, NPT News (Monthly e-news letter), NPT Young, Twitter, press releases, posters, QR Codes, pop-up banners, leaflets in certain circumstances, information on digital screens, "Find your Nearest" (a GIS based format will aid issues most relevant to stakeholders areas). Radio will also be used where appropriate to promote engagement & consultation events with the aim of targeting those who are digitally excluded.

5.3.9.2 County Borough Councillors and Town / Community Councils will play important roles as elected members and bodies in engaging with local communities and conveying issues and information. Members will be briefed on a regular basis and prior to all consultation exercises together with briefing documents being sent to Town/Community Councils and further support provided if requested.

5.3.9.3 Paper copies of key documents will be made available at the principal council offices listed above at key stages, (subject to Covid restrictions). In addition, members of the public will have the right to make formal representations and thereby influence the Plan at the formal plan preparation stages:

- The suggestion of Candidate Sites for development;
- Preferred Strategy/Pre-Deposit Plan stage;
- Deposit Plan stage.

The Citizens' Panel

5.3.9.4 The Council has established a Citizens' Panel in order to enable residents of the County Borough to contribute to policy and service development. Membership of the Citizens' Panel is open to residents of NPT County Borough aged over 16 years.

5.3.9.5 The Citizens' Panel is intended to provide a method to gauge the opinions of a cross-section of the County Borough's population. The Panel will be consulted at significant stages in the preparation of the RLDP as part of up to 12 surveys undertaken per year and through a number of focus groups. This will be predominantly in the early pre-deposit stages of plan preparation, including the identification of strategic issues, vision and options.

5.4 Collaborative Working

Collaboration within the Council

5.4.1 To ensure that all sections of the Council are fully aware of the RLDP preparation process and its progress, presentations and meetings will be held with relevant senior council officers in all affected departments. This is intended to enable discussion of all aspects and in particular to allow issues to be raised and acknowledged, fully considered and addressed.

5.4.2 For more detailed involvement, TWGs will be established to address specific policy areas such as housing (and affordable housing), employment or environmental issues, and where necessary area-based community issues. The TWGs will include Council Officers with responsibility for areas including Planning, Highways, Engineering, Drainage and Flood Management, Biodiversity, Economic Development, Housing, Education and Public Health, although this list is not exhaustive. As indicated above, specific relevant or interested Key stakeholders will be invited where appropriate to participate in these groups.

Collaboration with outside bodies

5.4.3 Collaboration at a sub-regional and regional level through meetings will take place to ensure there is consistency between adjoining areas. Most external bodies, authorities and infrastructure providers with an interest or input into the development of the RLDP will be included on the lists of stakeholders and are likely to be involved in stakeholder meetings and relevant TWG discussions. However, in many cases more specific collaboration will be required or will be beneficial.

5.4.4 This may include collaborating to ensure that appropriate infrastructure will be available at the right time for new development, collaboration with neighbouring authorities in preparing evidence base studies or ensuring that policies and designations are aligned, or working with statutory consultees on candidate site assessments, among other things.

5 . Community Involvement Scheme

5.5 Feedback Arrangements

5.5.1 The Council's website is intended to be the primary focus for engagement purposes including up-to-date information and news on the progress of the RLDP. Regular updates will be provided on the RLDP website and via other Council media sources and social media where appropriate.

5.5.2 All representations received as part of the statutory consultation stages will be acknowledged and registered on the RLDP database and will be used in the next step of the preparation of the RLDP. Consultees and correspondents will be informed of the next steps in the process where they have been asked to be kept informed of the next steps in the process.

5.5.3 The majority of correspondence will be by e-mail. This will ensure a fast and economic method of engagement. Wherever this is not possible, then more conventional use of the mail will be called upon.

5.5.4 At all significant stages (Preferred Strategy and Deposit stages), consultation representations and the LPA's response will be reported to the Council's R&SD Cabinet Board and / or the Full Council.

5.5.5 Details of all consultation and engagement activity undertaken will be included in the Initial Consultation Report and Consultation Report which is required by the LDP Wales Regulations at the Preferred Strategy and Deposit Plan and Submission stages of the plan preparation process respectively.

5.6 Engagement Programme

5.6.1 The engagement programme at Key Stages of plan preparation is set out in detail in Appendix C. For each stage of the plan preparation process, the table sets out engagement methods to be used, who will be involved, the timescale for the engagement and the ways by which the outcomes of the engagement will be reported and decisions will be taken.

5.6.2 The table gives an overview of all the engagement events that are currently proposed. From the start of plan preparation up to submission stage, timings and time periods are set out as specific dates to be adhered to as far as possible. After submission, the subsequent stages of the process are not directly in the control of the Council and consequently, timings post submission are indicative only and subject to change.

6.1 Decision Making and Delivery

6.1.1 Important strategy and policy decisions will need to be made at key stages of the development of the emerging RLDP. The ways in which the council will take these decisions are outlined below, together with measures to ensure that the Plan is delivered within the timescales envisaged.

6.2 Internal Reporting

6.2.1 At key stages of the RLDP preparation process, Directorate Management Team (DMT), Corporate Directors Group (CDG), Regeneration and Sustainable Development Cabinet Board (R&SDCB) and Full Council approval will be required. Generally, internal stakeholder engagement (Officers & Members) will involve discussion at the following groups:

- TWG (Including Officers);
- *RLDP Member Working Group (MWG) / All Member Seminar / Members Briefing;
- DMT;
- CDG;
- R&SDCB and
- Full Council.

6.2.2 *In preparing the RLDP, it is proposed to set up a Member Working Group (MWG) to oversee the work as it progresses. The MWG is intended to be a small representative group of councillors derived from the Council's Planning Committee and will meet at regular intervals.

6.2.3 The intention is for the group to be used as a 'sounding board' in order to provide informal feedback about existing and proposed policies and proposals, the key spatial planning issues to be addressed, along with the vision, objectives, strategy and proposals of the Plan as they emerge. The group will also have the opportunity to review the background documents and evidence base.

6.2.4 Decision making on the RLDP will be by R&SDCB with key formal stages approved by R&SDCB and Full Council.

6.2.5 Agreement from R&SDCB / Council will be sought for all documents which are part of the statutory consultation stages of the RLDP (e.g. the DA, Preferred Strategy and Deposit Plan), together with the stages of RLDP preparation where consideration needs to be given to representations made as a result of the statutory consultation at the Preferred and Deposit stages.

6.3 Corporate Fit

6.3.1 The Council is committed to the delivery of its corporate aims and objectives through its strategic and policy documents. The development of a corporate relationship between such documents is central to their effective delivery, with the RLDP being fundamental in conveying land use aspirations.

6 . Decision Making and Delivery

6.3.2 The Council's Well-being Plan will form a key part of the evidence of the RLDP, shaping and influencing the vision, strategy and objectives of the RLDP.

6.4 Staffing and Financial Resources

6.4.1 The Council is required to identify the resources – staff and financial – required at various stages in the RLDP process in preparing the DA. The Council's Planning Policy Team will lead in the production and management of the RLDP process, including the preparation of any consultative documents, and will be charged with the management of the definitive stages (1-4, see Table 4.1.1) of the preparation process and progression to Submission of the RLDP to the WG for Examination (Indicative Timetable, Stage 5) . Whilst the following officer time is currently scheduled to be dedicated to the RLDP preparation process, the position will be monitored throughout the process and additional resources requested as necessary:

6.4.2 RLDP Team:

- Planning Policy Manager x 1 (40%)
- Planning Policy Team Leader x 0.8 (80%)
- Senior Planning Policy Officers x 3.8 (85%)
- Policy Implementation and Research Officer x 0.6 (50%)
- Senior Business and Technical Support Officer x 1 (65%)

6.4.3 The Head of Planning & Public Protection and the Planning Policy Manager will be responsible for overall delivery of the RLDP, with the Planning Policy Manager and Team Leader responsible for the day-to-day project management. The Planning Policy Team will lead in the preparation and delivery of the RLDP with Member engagement and political reporting at appropriate stages.

6.4.4 Officers in other Council service areas will also be involved in various aspects of the Plan preparation process as required. Where necessary, external consultants will be engaged to undertake specific pieces of work such as the preparation of technical assessments and studies, advise on particular issues and prepare documents such as the ISA and HRA. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been secured accordingly.

6.4.5 Regional collaboration with neighbouring authorities will be fundamental to the preparation of the RLDP, where appropriate, opportunities will be sought to develop a joint evidence base with neighbouring authorities and authorities in the SWW Region.

Budget Position

6.4.6 The Council is providing a Budget of £530,830 to fund the preparation of the RLDP to adoption to 2025/26. This includes a base budget of £81,205 per annum with the balance funded from an earmarked reserve. Projected costs relating to all elements of the RLDP (including the Examination in public but excluding staff costs) is £490,830, resulting in a contingency provision of £30,000 over the 5 year period.

6 . Decision Making and Delivery

		2021/22	2022/23	2023/24	2024/25	2025/26
Total Available Budget		100,263	112,945	122,720	103,697	81,205
Funds available	Base Budget	81,205	81,205	81,205	81,205	81,205
	LDP Reserve	19,058	31,740	41,515	22,492	0
Total Estimated Spend		100,263	112,945	122,720	103,697	51,205

6.5 Risk Management

6.5.1 The definitive stage of the timetable is considered to be realistic and achievable, having regard to resource input in to the RLDP process. While the Council will seek to avoid departure from the proposed timetable, a number of risks have been identified which could result in programme slippage. The potential risks and proposed mitigation measures to address / minimise these risks are set out in Appendix D. The Council will report and justify any substantial deviation (of more than 3 months) from the proposed timetable. Section 4 identifies the procedures to be followed should the Council identify the need to amend the DA.

6 . Decision Making and Delivery

7 . Monitoring and Review

7.1 Monitoring and Review

7.1.1 In accordance with the LDP Regulations, the Council will monitor and review progress against the DA throughout the preparation of the RLDP, in order to ensure that the aims of the CIS are being met in accordance with the proposed timetable.

7.1.2 Instances in which the DA may need to be reviewed and amended include:

- If the process fall significantly behind schedule (more than 3 months);
- If any significant changes are required to the CIS;
- If there are significant changes in the resources available to the Council;
- If new legislation, regulations or guidance should require new procedures or tasks to be undertaken;
- If there are any major changes of circumstance that materially affect the assumptions, evidence, policies or proposals contained within the emerging RLDP;
- If there are further unforeseen restrictions such as additional controls associated with Covid-19

7.1.3 If the Council identifies the need to review the DA there will be a need to re-consult with the specific consultation bodies and seek agreement with the WG in accordance with the LDP Regulations.

7.2 Annual Monitoring Reports

7.2.1 Following adoption of the RLDP, the Council will produce an Annual Monitoring Report (AMR) in accordance with guidance contained in the Development Plans Manual. The report will cover the period 1st April to 31st March each year, will be submitted to the WG by 31st October of the same year and will be made available for public inspection via the Council's website.

7.2.2 The AMR will assess how effectively the policies and proposals of the Plan are performing. If a policy is not being implemented the Council will give the reasons for this and set out the steps it intends to take to secure implementation and any intention to revise the RLDP, to replace or amend the policy.

7.2.3 The AMR will also report and monitor housing delivery. Including following the amendments made in March 2020 (including the revocation of TAN1 and the publication of the Development Plans Manual (Edition 3)), the annual level of housing completions monitored against the Anticipated Annual Build Rate (AABR) as specified in the adopted RLDP housing trajectory; the total cumulative completions monitored against the anticipated cumulative completion rate specified in the adopted RLDP housing trajectory; the level of affordable housing completions monitored against the RLDP's overarching target; and the tenure of affordable housing completions.

7.3 Review of the RLDP

7.3.1 Following adoption of the RLDP, the Council intends to undertake a full review of the RLDP at least once every four years, although the frequency and timing will depend on findings in the AMR / local circumstances. The review will be undertaken in accordance with the relevant legislation and guidance.

7 . Monitoring and Review

Appendix B . Key Stages of the LDP, ISA and HRA

Table B.0.1 Key Stages of the RLDP, Integrated Sustainability Appraisal (ISA) and Habitats Regulations Assessment (HRA)

Stage	LDP Stage	ISA Stage	HRA Stage
1	<ul style="list-style-type: none"> Review and Develop Evidence Base 	<ul style="list-style-type: none"> Initial screening Develop the ISA Scoping Report Consultation on the ISA Scoping Report 	<ul style="list-style-type: none"> Initial screening
2	<ul style="list-style-type: none"> Call for and Assessment of Candidate Sites 	<ul style="list-style-type: none"> ISA of Candidate Sites 	<ul style="list-style-type: none"> Assessing Likely Significant Effects
3	<ul style="list-style-type: none"> Preferred Strategy Preparation of Vision, Objectives, Strategic Options & Preferred Strategy Preferred Strategy Stakeholder Engagement 	<ul style="list-style-type: none"> ISA assessment of strategic options and sites Preparation of the ISA Interim Report 	<ul style="list-style-type: none"> HRA Screening
4	<ul style="list-style-type: none"> Pre-Deposit (Preferred Strategy) Consultation 	<ul style="list-style-type: none"> Consultation on ISA Interim Report 	<ul style="list-style-type: none"> Assessing Likely Significant Effects
5	<ul style="list-style-type: none"> Deposit RLDP Drafting and Stakeholder Engagement 	<ul style="list-style-type: none"> Assessment of emerging RLDP 	<ul style="list-style-type: none"> Assessing Likely Significant Effects
6	<ul style="list-style-type: none"> Deposit RLDP and Associated Documents 	<ul style="list-style-type: none"> Consultation on ISA Report 	<ul style="list-style-type: none"> Appropriate Assessment (AA) Scoping (if required) Appropriate Assessment (AA) (if required) Formal consultation on AA (if required) Record AA
7	<ul style="list-style-type: none"> Submission of RLDP to WG 	<ul style="list-style-type: none"> Submission of ISA Report with RLDP 	<ul style="list-style-type: none"> Submission of HRA Report with RLDP
8	<ul style="list-style-type: none"> Independent Examination in Public (EIP) 		
9	<ul style="list-style-type: none"> Publication of the binding Inspector's Report 		
10	<ul style="list-style-type: none"> Adoption of the RLDP Prepare Adoption Statement 	<ul style="list-style-type: none"> Preparation of ISA Statement 	<ul style="list-style-type: none"> Preparation of HRA Statement

Appendix B . Key Stages of the LDP, ISA and HRA

Stage	LDP Stage	ISA Stage	HRA Stage
11	<ul style="list-style-type: none"> Monitoring and Review 	<ul style="list-style-type: none"> Monitoring the implementation of the RLDP against the ISA Indicators 	

Appendix C . Stages of Plan Preparation & Engagement Methods

Table C.0.1 Preparation and Submission of DA (Regulation 9)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Draft DA	<p>To inform stakeholders that the Council is preparing a RLDP and will seek community involvement</p> <p>To set out the timetable for LDP production</p> <p>To seek the views of stakeholders and consultees on the content of the Draft DA</p> <p>To then report responses and proposed amendments to Regeneration & Sustainable Development Cabinet Board/Council for agreement</p> <p>To then submit DA & CIS to WG for formal agreement</p>	August - September 2021	<p>Specific, General & Other consultation Bodies</p> <p>Council Members</p> <p>Potential Key Stakeholder Group (KSG) Members</p> <p>Public Service Board (PSB)</p> <p>Citizens Panel</p> <p>General Public</p>	<p>Consult on Draft document on Website & place in Deposit Venues</p> <p>Inform all it is a 6 week opportunity to consider the draft DA timetable and CIS and submit a representation</p> <p>Promotion through Social Media, Press Release</p> <p>Correspondence with Potential Key Stakeholder Group Members ⁽²²⁾</p> <p>LDP Team liaison with PSB</p> <p>Engage with adjoining authorities through e-mail or officer working parties/ regional forums to establish collaborative working.</p> <p>Notify Citizen's Panel of consultation</p>	<p>Any comments will be considered and the DA amended if necessary</p> <p>Summary of comments received will be presented to Members</p>
Consultation on ISA Scoping Report	To enable environmental consultation bodies and relevant stakeholders to comment on the ISA Scoping Report	August - September 2021	<p>Environmental & Specific consultation bodies</p> <p>Other interested parties</p>	<p>Correspondence with these groups</p> <p>Virtual conferences/meetings</p> <p>Face to face meetings subject to the current Government Guidelines</p>	Consultation Report made available on the Council's website
Publication of the agreed DA	To inform stakeholders of the content and availability of the agreed DA	January 2022	<p>Specific consultation Bodies</p> <p>General consultation bodies as appropriate</p>	<p>Confirm the agreement of the DA on the Council's website and make final document available</p> <p>Inform all of the agreement with WG through Social Media, Press Release</p>	<p>Copies of agreed DA made available at Deposit venues and on the Council's website</p>

Appendix C . Stages of Plan Preparation & Engagement Methods

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
			KSG General Public	Correspondence with KSG Members Inform adjoining Authorities by e-mail/regional forums	

Appendix C . Stages of Plan Preparation & Engagement Methods

Table C.0.2 Pre-deposit Preparation and Participation (Regulation 14)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Start of Plan preparation	To inform stakeholders that formal preparation of the RLDP has commenced	January 2022	Specific, General & Other Consultation Bodies General Public	Place a notice on Council website	N/A
Initial screening for ISA. Developing ISA Scoping Report	To engage with environmental consultation bodies and relevant stakeholders to develop SA objectives To inform SEA screening determination To make public the SEA screening determination	January 2021 - January 2022	Environmental consultation bodies ⁽²³⁾ Other environmental consultees	Correspondence to seek an opinion on whether the Plan will have significant effects as defined under schedule 1 of the SEA Regulations Virtual conferences/meetings Face to face meetings subject to the current Government Guidelines send copy of determination to WG publish on website and press of determination within 14 days	Report on screening consultation made available at Deposit venues and on the Council's website acknowledge all comments
Call for Candidate Sites Create a Candidate Site Register	Invite stakeholders to submit candidate sites and produce a Candidate Sites Register to inform all interested parties and consultation bodies of the plan's progress to this stage	March 2022 - May 2022 June 2022	Members Specific, General & Other Consultation Bodies General Public Citizens Panel PSB	Inform all stakeholders and members of the public that have expressed an interest in participating in the "call" via e-mail Publish on website all relevant material including the Candidate Site Submission Form and Candidate Site Assessment Methodology FAQ to answer the common queries and areas of confusion	Candidate Site Register made available on the Council's website

Appendix C . Stages of Plan Preparation & Engagement Methods

Stage in the Document	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Preparation Process				<p>Inform of the Call for Candidate Sites through all social media outlets</p> <p>Distribute posters, leaflets with QR codes where necessary</p> <p>Advertise the Call for Sites using digital screens.</p> <p>Advertise the Call for Sites through a radio campaign, radio sound bites</p> <p>RLDP Member Working Group</p> <p>Briefing material sent to all libraries to enable library staff to assist</p> <p>Brief Local Area Co-ordinators</p> <p>Update PSB</p>	
Community Feedback on Candidate Sites	<p>To invite comments and views on submitted sites.</p> <p>To seek community buy-in to the candidate sites</p>	June - August 2022	General Public Members	<p>Operate a virtual Candidate Sites Register which allows comments to be submitted on-line</p> <p>Run drop surgeries for members to provide feedback on Candidate Sites</p>	Considered as part of the Candidate Sites Assessment

Appendix C . Stages of Plan Preparation & Engagement Methods

Stage in the Document	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
<p>Preparation Process</p> <p>Identify issues; Review and develop evidence base; Develop vision and establish RLDP objectives; Consider alternative strategies and options.</p>	<p>To understand the context, review and supplement data</p> <p>To identify the key issues the RLDP should address</p> <p>To develop a clear vision for the Plan area and objectives for the RLDP</p> <p>To generate viable options and assess each one</p> <p>To develop key policies</p>	February - October 2022	<p>Specific consultation Bodies</p> <p>General consultation bodies as appropriate</p> <p>KSG</p> <p>Spatial Planning Area based groups</p> <p>Technical Working Groups</p> <p>Members</p> <p>Citizens Panel</p>	<p>Consult with all relevant stakeholders and consultation bodies via e-mail</p> <p>Update Council's website regularly</p> <p>Hold virtual meetings/conferences in all 8 Spatial Planning Areas</p> <p>Engage with PSB</p> <p>All Member seminars</p> <p>RLDP Member Working Group</p> <p>Engage the Citizen's Panel</p> <p>Maintain collaborative working by hold Technical Working Group meetings & attending regional forums</p>	<p>Prepare evidence base topic papers</p> <p>Report to Regeneration & Sustainable Development Cabinet Board – made available on the Council's website</p> <p>Notify all who contributed</p>
<p>Consider the Draft Pre-deposit Plan – i.e. The draft Vision, Strategy, alternatives and Key Site Allocations</p>	<p>To agree a preferred strategy for the RLDP</p> <p>To identify areas / topics for SPG production</p> <p>To build consensus</p>	June - November 2022	<p>KSG</p> <p>Spatial Planning Area based groups</p> <p>General consultation bodies</p> <p>Members</p> <p>Citizens Panel</p>	<p>Correspondence with these groups</p> <p>Virtual meetings</p> <p>Face to face meetings subject to the current Government Guidelines</p> <p>RLDP Member Working Group</p> <p>Engage Citizen's Panel</p>	<p>Report to Regeneration & Sustainable Development Cabinet Board – made available on the Council's website</p>
<p>ISA and HRA Screening assessment of strategic options and sites</p>	<p>To ensure the vision, strategic options and sites are assessed against the proposed ISA and HRA Screening frameworks</p>	June - November 2022	<p>Environmental consultation bodies</p> <p>Specific consultation bodies</p> <p>Other interested Parties</p>	<p>Correspondence with these groups</p> <p>Virtual meetings</p> <p>Face to face meetings subject to the current Government Guidelines</p>	<p>Report on the assessment and Implications made available at Deposit locations and</p>

Appendix C . Stages of Plan Preparation & Engagement Methods

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
					on the Council's website

Appendix C . Stages of Plan Preparation & Engagement Methods

Table C.0.3 Pre-deposit Consultation (Regulation 15)

Stage in the Document	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Preparation Process					
Consultation on the Pre-Deposit Plan (Preferred Strategy)	<p>To enable stakeholders to respond to the preferred strategy and suggest modifications</p> <p>To provide an opportunity to identify potential alternative sites that correspond with the preferred strategy</p> <p>To build consensus</p>	March - April 2023	<p>General public and other interested parties</p> <p>Specific & General Consultation Bodies</p> <p>KSG</p> <p>Members</p> <p>Local Area Co-ordinators</p> <p>Citizens Panel</p> <p>PSB</p> <p>Spatial Planning Area Groups</p>	<p>Inform all stakeholders and members of the public that have expressed an interest in participating via e-mail</p> <p>All information will be placed on Council's website</p> <p>FAQ to answer the common queries and areas of confusion</p> <p>Inform all through social media outlets</p> <p>Use of Pop-up banners with QR codes to remind people to go to the website</p> <p>Distribute posters, leaflets with QR codes where necessary</p> <p>Advertise consultation utilising digital screens</p> <p>Advertise through a radio campaign, radio sound bites to raise awareness</p> <p>RLDP Member Working Group</p> <p>All Member Seminar</p> <p>Hard copies of all comment forms and relevant information in Deposit Venues</p> <p>Briefing material sent to all libraries to enable library staff to assist</p> <p>Drop-in events where necessary observing current Government Guidelines</p> <p>Brief Local Area Co-ordinators</p> <p>Update PSB</p>	<p>Acknowledge duly made representations by letter / email</p> <p>Summary of representations received together with the Council's response reported to Regeneration & Sustainable Development Cabinet Board and made available at Deposit locations and on the Council's website</p> <p>Preferred strategy made available at Deposit locations and on the Council's website.</p>

Appendix C . Stages of Plan Preparation & Engagement Methods

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
				Carry out an on-line stakeholder meeting in each of the 8 spatial planning areas	
Consultation on ISA Interim Report	To demonstrate how the RLDP complies with the ISA / HRA framework and SEA Regulations	March - April 2023	Environmental Consultation Bodies Relevant Other Stakeholders and Interested parties	Inform all stakeholders and that have expressed an interest in participating via e-mail All information will be placed on Council's website Hard copies of all comment forms and relevant information in Deposit Venues Correspondence to seek an opinion on whether the Plan will have significant effects as defined under schedule 1 of the SEA Regulations Virtual conferences/meetings Face to face meetings subject to the current Government Guidelines	Acknowledge duly made representations by letter / email Summary of representations received together with the Council's response reported to Regeneration & Sustainable Development Cabinet Board and made available at Deposit locations and on the Council's website

Appendix C . Stages of Plan Preparation & Engagement Methods

Table C.0.4 Deposit RLDP and Associated Documents (Regulation 17)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Prepare Deposit Plan, ISA Report and HRA Report	Develop the Deposit RLDP out of the preceding stages of the Plan process Prepare ISA Report Prepare HRA Report	August 2023 - February 2024	Technical Working Groups Specific, General & Environmental Consultation Bodies	Invite comment via e-mail Technical Working Group Virtual Meetings Attending Regional Forums RLDP Member Working Group	N/A
Consider the Deposit Plan (including ISA & HRA Reports)	To achieve a consensus on the content of the Plan	January - February 2024	KSG Specific, General & Environmental consultation bodies as appropriate Members	Report the Plan to Cabinet/Council KSG Virtual Meeting	Reports to Regeneration & Sustainable Development Cabinet Board to obtain Council approval for Deposit RLDP. Hold meetings where necessary to discuss representations and any amendments that they may trigger.
Place RLDP and associated documents on Deposit (including ISA & HRA Reports)	To enable stakeholders to make representations to the Deposit RLDP and associated supporting documents	March - April 2024	General public and other interested parties Specific, General & Environmental Consultation Bodies	Inform all stakeholders and members of the public that have expressed an interest in participating via e-mail All information will be placed on Council's website FAQ to answer the common queries and areas of confusion Inform all through social media outlets	Acknowledge duly made representations by letter / email Summary of representations received together with the Council's response reported to Regeneration &

Appendix C . Stages of Plan Preparation & Engagement Methods

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
			<p>Members</p> <p>Local Area Co-ordinators</p> <p>Citizens Panel</p> <p>Spatial Planning Area Groups</p> <p>PSB</p>	<p>Use pop-up banners with QR codes to remind people to go to the website</p> <p>Distribute posters, leaflets with QR codes where necessary</p> <p>Utilise digital screens</p> <p>Advertise through radio campaign & radio sound bites to raise awareness</p> <p>Planning Committee Member Pre -briefings</p> <p>All Members Seminar</p> <p>Hard copies of all comment forms and information in Deposit Venues</p> <p>Briefing material sent to all libraries to enable library staff to assist</p> <p>Drop-in events where necessary observing current Government Guidelines</p> <p>Brief Local Area Co-ordinators</p> <p>Update PSB</p> <p>Carry out 8 on-line stakeholder meetings in each Spatial Planning Area</p>	<p>Sustainable Development Cabinet Board and made available at Deposit locations and on the Council's website</p> <p>Consider representations and make amendments accordingly</p>

Appendix C . Stages of Plan Preparation & Engagement Methods

Table C.0.5 Submission of RLDP to the WG and Planning Inspectorate for Examination (Regulation 22)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Submission of RLDP and Associated documents including ISA, HRA & Final Consultation Reports) to the WG and Planning Inspectorate for examination Review DA	To inform stakeholders that the Council has submitted its RLDP to the WG To ensure that the Plan is sound	October 2024	All representors and any stakeholders that have requested to be informed of RLDP progress	E-mail each representor Publish on Council's website Make brief announcement on social media outlets	N/A

Table C.0.6 Independent Examination (Regulation 23)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Publication of Notice of Independent Examination	To ensure that stakeholders are advised that an Independent Examination into the RLDP will be taking place.	November 2024	All representors / any stakeholders that have requested to be informed of RLDP progress	This will be the remit of the Programme Officer	N/A
Pre-examination meeting	To allow the Independent Planning Inspector to advise on Examination procedures and format	December 2024	All representors / any stakeholders that have requested to be informed of RLDP progress	This will be the remit of the Programme Officer	N/A
Examination of the Plan (consideration of the soundness of the RLDP and all Representations made to the Plan by Independent Planning Inspector)	To provide an impartial planning view on the soundness of the Plan and the representations received in relation to it	December 2024 - February 2025	All representors and others at the invitation of the Inspector	This will be the remit of the Programme Officer	N/A

Appendix C . Stages of Plan Preparation & Engagement Methods

Table C.0.7 Publication of the Inspector's Report (Regulation 24)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Receipt/ publication of the binding Inspector's Report	To inform stakeholders of the Inspector's decisions	May 2025	All stakeholders / interested parties	Place on Council's website E-mail all those interested parties Announce on social media and radio	N/A

Table C.0.8 Adoption of the RLDP (Regulation 25)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Community Involvement	How? Consultation Mechanism	Feedback / Reporting Mechanism
Formal adoption of the RLDP as The Development Plan for NPT	To advise stakeholders and interested parties of the adoption of the RLDP	July 2025	All stakeholders / interested parties	Publicise on Council's website Inform stakeholders and Examination participants Announce on social media and radio Place a hard copy of Adopted Plan in Deposit Venues	This will trigger the need for the first AMR some twelve/ possibly 18 months from adoption

Appendix D . Risk Assessment and Mitigation

Table D.0.1 Risk Management

Risk	Potential Impacts	Probability	Mitigation Measures
Additional requirements as a result of new legislation, regulations, guidance or data / projections	Additional work required causing programme slippage	Medium	Monitor emerging legislation / guidance / data and assess need for additional resources
Loss / change of staff resources	Programme slippage	Medium	Consider replacement of staff resources Monitor / advertise vacancies
Involvement in preparation of Strategic Development Plan (SDP)	Programme slippage. Resource implications and extent of input to the SDP is currently unknown.	Medium / High	Ensure sufficient resources are available with corporate support of the SDP process and timetable from the outset.
Review of RLDP resulting from a requirement to align with a Strategic Development Plan (SDP)	Programme slippage	Low	Ensure involvement in progress of regional work Continued liaison with Welsh Government
Need for additional research / consultation	Programme slippage	Low / medium	Identify / commission additional work needed as early as possible
Printing / translation delays	Programme slippage	Low	Consider additional resources
Timetable proves too ambitious due to greater than anticipated workload	Programme slippage	Medium	Realistic timetable prepared with some flexibility Consider additional resources
Significant objections from Statutory Consultation Bodies	RLDP cannot be submitted for examination without significant work	Low / Medium	Ensure views of Statutory Bodies are sought / considered as early as possible
Large volume and / or highly significant levels of objection to proposals e.g. site allocations	Programme slippage	Low / Medium	Ensure close liaison and involvement with stakeholders early in the process
Reduction and lack of financial resources	Programme slippage	Low / Medium	Sufficient funds are allocated in the RLDP reserve.
Planning Inspectorate unable to meet required timetable for examination / reporting	Examination / report delayed	Low	Liaise closely with Planning Inspectorate to ensure early warning of any potential problems

Appendix D . Risk Assessment and Mitigation

Risk	Potential Impacts	Probability	Mitigation Measures
LDP fails test of soundness	RLDP cannot progress to adoption	Low / Medium	Ensure RLDP is sound, based on robust evidence with ISA and well audited stakeholder / community involvement
Challenge with regards to accessibility of documents, website and apps.	Council found to be in breach of Equality Act 2010.	Low/ Medium	Ensure documents and website in accordance with Council guidance.
Legal challenge	Adopted RLDP is quashed / additional work needed	Low	Ensure RLDP complies with regulations, legislation etc
Delay due to need for legal opinion from Barrister or QC	Programme slippage/ additional work needed	Medium	Ensure that legal team are consulted at an early stage to ensure compliance with regulations and guidance
Direction from WG Cabinet Secretary to prepare a Joint Plan	Work on individual RLDP to-date would be abortive	Low	Ensure close liaison with WG
Delays caused by Council decision making structure	Programme slippage	Medium	Monitor progress against DA
Covid-19 Pandemic	Limit engagement and availability of hard copies of key documents	Medium	Continue to monitor lockdown and social distancing restrictions and the potential impact on engagement and conformity with LDP Regulations

Key Stakeholder Group (KSG)

E.1 Membership of the KSG may be subject to change over time as organisations are continually changing through mergers, re-branding, or disbanding. The KSG will consist of representatives from each of the following:

Table E.0.1 List of Key Stakeholder Group

- | | |
|--|--|
| • Adjoining Authorities* | • Neath Port Talbot Group of Colleges |
| • Age Connects (Concern) Neath Port Talbot | • Neath Port Talbot Hospital |
| • All Social Housing Providers (operating in Authority Area) [Tai Tarian, Coastal Housing, Pobl, Aelwyd, Newydd Housing Association, Linc Cymru, Family Housing Association and Tai Gwalia]. | • Neath Port Talbot Youth Council YOVO and Junior YOVO |
| • BT Group Plc | • Neighbouring Community Councils* |
| • BT Openreach | • Network Rail Ltd |
| • Business Connect Neath Port Talbot | • Older Persons Alliance |
| • CADW | • Royal Commission on the Ancient & Historical Monuments of Wales |
| • Celtic Leisure | • South Wales Police |
| • Dwr Cymru Welsh Water (DCWW) | • Sport Wales |
| • Federation of Small Businesses (FSB) | • Swansea Bay City Deal |
| • Glamorgan/ Gwent Archaeological Trust | • Swansea Bay University Health Board |
| • Home Builders Federation (HBF) Wales | • Tata Steel |
| • Jobcentre Plus | • Tonna Hospital |
| • Menter Iaith Castell-Nedd Port Talbot | • Town and Community Councils within NPT* |
| • Mid & West Wales Fire Service | • Transport for Wales (TfW) |
| • Natural Resources Wales (NRW) | • Viva Port Talbot (Business Improvement District for Port Talbot) |

Appendix E . Key Stakeholder Group

- Neath Port Talbot Biodiversity Forum
- Neath Port Talbot Black Asian and Minority Ethnic Community Association
- Neath Port Talbot Council for Voluntary Services (NPT CVS)
- Western Power
- Welsh Government
- Members of Parliament (MPs) and Members of the Senedd (MSs) for Neath Port Talbot Constituencies

E.2 ADJOINING AUTHORITIES

- Brecon Beacons National Park
- Bridgend County Borough Council
- Carmarthenshire County Council
- Powys County Council
- Rhondda Cynon Taff County Council
- City and County of Swansea Council

E.3 TOWN AND COMMUNITY COUNCILS IN NPT

- Blaengwrach Community Council
- Blaenhonddan Community Council
- Briton Ferry Town Council
- Cilybebyll Community Council
- Clyne and Melincourt Community Council
- Coedffranc Town Council
- Crynant Community Council
- Cwmllynfell Community Council
- Dyffryn Clydach Community Council
- Glyneath Town Council
- Gwaun Cae Gurwen Community Council
- Neath Town Council
- Onllwyn Community Council
- Pelenna Community Council
- Pontardawe Town Council
- Resolven Community Council
- Seven Sisters Community Council
- Tonna Community Council
- Ystalyfera Community Council

E.4 NEIGHBOURING COMMUNITY COUNCILS

- Betws Community Council
- Cefn Cribwr Community Council
- Clydach Community Council
- Cornelly Town Council

Appendix E . Key Stakeholder Group

- Cwmamman Town Council
- Garw Valley Community Council
- Llangynwyd Middle Community Council
- Maesteg Town Council
- Mawr Community Council
- Ogmore Valley Community Council
- Pyle Community Council
- Quarter Bach Community Council
- Rhigos Community Council
- Ystradfelte Community Council
- Ystradgynlais Town Council

Appendix E . Key Stakeholder Group

Specific Consultation Bodies (defined in LDP Regulation 2)

F.1 LPAs must consult the following bodies in accordance with the 2004 Act and the LDP Regulations:

i. The Welsh Government -In addition to planning, the Welsh Government has responsibility for a wide range of policy matters including agriculture, economic development, education, environment, health and social services, historic environment, housing, industry, tourism, transport and Welsh language. The Welsh Government's Planning Division will co-ordinate consultations within the Welsh Government.

ii. Natural Resources Wales

iii. Network Rail Infrastructure Limited (Western & Wales - Property)

iv. Secretary of State – insofar as the Secretary of State exercises functions previously exercisable by the Strategic Rail Authority (Railways Act 2005)

v. A relevant authority (i.e. a local planning authority or a community or town council), any part of whose area is in or adjoins the area of the authority

vi. Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3) of the Communications Act 2003

vii. Any person who owns or controls electronic apparatus situated in any part of the authority's area (where known)

viii. Any of the bodies from the following list which are exercising functions in any part of the authority's area:

a. a Local Health Board

b. a person to whom a license has been granted under section 6(1)(b) or (c) of the Electricity Act 1989

c. a person to whom a license has been granted under section 7(2) of the Gas Act 1986

d. a sewerage undertaker

e. a water undertaker

F.2 UK GOVERNMENT DEPARTMENTS

F.3 An authority should consult UK Government departments where aspects of a plan, or proposals for its revision or replacement, appear to affect their interests. In particular, the following should be consulted on the policy areas outlined below:

i. Department for Transport Rail, airport and maritime / port policy

ii. Department of Energy and Climate Change UK energy policy

Appendix F . Specific Consultation Bodies

iii. Home Office Civil defence matters; policies for prisons etc

iv. Ministry of Defence Matters likely to affect its land holdings and installations or where large scale disposals of MOD land may be being considered

F.4 SPECIFIC CONSULTATION BODIES

F.5 This list of consultees will be consulted at all key stages of the plan, by letter or e mail (depending on the preference) and will be given copies of all relevant documents for consideration by e mail or post.

- Aelwyd
- Betws Community Council
- Blaengwrach Community Council
- Blaenhonddan Community Council
- Brecon Beacons National Park Authority
- Bridgend County Borough Council
- Briton Ferry Town Council
- BT Openreach HQ
- BT Group Plc
- Cadw
- Carmarthenshire County Council
- Cefn Cribwr Community Council
- Celtic Leisure
- Centrica Energy
- Cilybebyll Community Council
- Clydach Community Council
- Clyne & Melincourt Community Council
- Coastal Housing
- Coedffranc Community Council
- Cornelly Town Council
- Crynant Community Council
- Cwmamman Town Council
- Cwmllynfell Community Council
- Department For Business Energy & Industrial Strategy (BEIS)
- Department for Transport
- Dwr Cymru Welsh Water
- Dyffryn Clydach Community Council
- E E
- Ecotricity
- EDF Energy
- Family Housing Association
- Garw Valley Community Council
- Glynneath Town Council
- Neath Port Talbot Youth Council YOVO and Junior YOVO
- Neath Port Talbot Public Service Board (NPTPSB)
- Neath Town Council
- Network Rail Ltd
- Network Rail Infrastructure Ltd (Western and Wales) Property
- Newydd Housing Association
- O2
- Ogmore Valley Community Council
- Onllwyn Community Council
- Pelenna Community Council
- Pobl Group
- Pontardawe Town Council
- Powys County Council
- Public Health Wales
- Pyle Community Council
- Quarter Bach Community Council
- Resolven Community Council
- Rhigos Community Council
- Rhondda Cynon Taff County Borough Council
- Senedd Cymru / Welsh Parliament
- Seven Sisters Community Council
- SSE/SWALEC
- Swansea Bay University Health Board
- Swansea Council
- Tai Gwalia
- Tai Tarian
- Tawe Uchaf Community Council
- Tesco Mobile LMT
- Tonna Community Council
- Transport for Wales (TfW)

Appendix F . Specific Consultation Bodies

- Good Energy
- Gwaun Cae Gurwen Community Council
- Health and Safety Executive (HSE)
- Home Office
- Hutchison 3 G UK Ltd
- Linc Cymru
- Llangynwyd Lower Community Council
- Llangynwyd Middle Community Council
- Maesteg Town Council
- Mawr Community Council
- Ministry of Defence (MOD)
- National Grid
- Natural Resources Wales (NRW)
- United Utilities
- Utilita Energy
- Virgin Media
- Visit Wales
- Vodafone Group plc
- Wales & West Utilities Ltd
- Welsh Government
- Welsh Health Estates
- Western Power
- Ystalyfera Community Council
- Ystradfellte Community Council
- Ystradgynlais Town Council

Appendix F . Specific Consultation Bodies

General Consultation Bodies (defined in LDP Regulation 2)

G.1 The following are the 'general consultation bodies' that should be consulted in accordance with an authority's DA:

- i. Voluntary bodies, some or all of whose activities benefit any part of the authority's area
- ii. Bodies which represent the interests of different racial, ethnic or national groups in the authority's area
- iii. Bodies which represent the interests of different religious groups in the authority's area
- iv. Bodies which represent the interests of disabled persons in the authority's area
- v. Bodies which represent the interests of persons carrying on business in the authority's area
- vi. Bodies which represent the interests of Welsh culture in the authority's area

Below is Neath Port Talbot Council's list of General Consultation Bodies:

- Action for Children
- Adult Learning Wales
- Afan Tawe Nedd Crime Prevention Panel
- Age Connect (Concern) Neath Port Talbot
- Aggregates Industries UK Ltd
- Business Connect
- Business in Focus
- Business Wales
- Calan D V S
- Canal and Rivers Trust
- Canolfan Maerdy
- Chamber Wales
- Children's Commissioner For Wales
- Church in Wales
- Citizens Advice Bureau (NPT)
- Coal Authority
- Coalfields Regeneration Trust
- Coed Cymru
- Community Lives Consortium
- Confederation of British Industry
- Country Land & Business Association Ltd (CLACymru)
- Campaign for the Protection of Rural Wales (CPRW)
- Neath YMCA
- New Sandfields, Aberafan and Afan-Community Regeneration
- Neath Port Talbot Biodiversity Forum
- Neath Port Talbot Black Asian and Minority Ethnic Community Association
- Older Persons' Alliance
- Older Persons' Commissioner for Wales
- Planning Aid Wales
- Presbyterian Church of Wales
- Princes Trust
- Private Landlords Forum
- Ramblers Association
- Royal National Institute of Blind People (RNIB) Cymru
- Royal National Institute for Deaf People (RNID) (Action for Hearing Loss)
- Race Council Cymru
- Rail Freight Group
- Renewable UK Association
- Road Haulage Association
- Royal Commission on the Ancient & Historical Monuments of Wales
- Royal Voluntary Service

Appendix G . General and Other Consultation Bodies

- Dansa Ltd
- Dewis Ltd
- Diocese of Menevia
- Disability Wales
- DOVE Workshops
- Ethnic Youth Support Team Wales (EYST)
- Elim Pentecostal Church
- Ethnic Minority Foundation
- Farmers' Union of Wales (FUW)
- Federation of Master Builders Cymru
- Federation of Small Business (FSB)
- Fields in Trust Cymru
- Freight Transport Association
- Friends, Families and Travellers
- Future Generations Commissioner for Wales
- Glamorgan/Gwent Archaeological Trust
- Guide Dogs
- Gypsies and Travellers Wales
- Home Builders Federation (HBF) Wales
- Jobcentre Plus
- Keep Wales Tidy
- Local Access Forum (LAF)
- Members of Parliament (MPs) for Neath Port Talbot
- Menter Iaith Castell-Nedd Port Talbot
- Mid & West Wales Fire & Rescue Service
- Mineral Products Association
- Muslim Council of Wales
- National Farmers' Union (NFU) Cymru
- National Federation of Gypsy Liaison Groups
- Neath and District Trades Council
- Neath & District Young Farmers Clubs (YFC)
- Neath Port Talbot Community Transport
- Neath Port Talbot Council for Voluntary Service (NPTCVS)
- Neath Port Talbot Group of Colleges
- Residents and Service Users Volunteering Programme (RSVP) Wales
- RSPB Cymru
- Salvation Army
- Senedd Members (MS/AS) for NPT and the South West Region
- Scope
- Shelter Cymru
- Showmen's Guild of Great Britain (Wales)
- South Wales Police
- South Wales Police and Crime Commissioner
- South Wales Chamber of Trade
- South West Wales Economic Forum
- Sport Wales
- Stonewall Cymru
- Swansea Bay City Deal
- Swansea Canal Society
- Swansea Hebrew Congregation
- Swansea University
- Tata Steel
- The Gypsy Council
- The British Ports Association
- The Baptist Church and Community Churches
- The Catholic Church in England and Wales
- The Pontardawe Senior Citizen's Welfare Association
- Thrive Women's Aid
- Travellers Law Reform Project
- University of Wales Trinity St David (Swansea Metropolitan University)
- Viva Port Talbot (The Business Improvement District in Port Talbot)
- Wales Council For Deaf People
- Wales Council of the Blind
- Welsh Language Commissioner
- Welsh Local Government Association (WLGA)
- Welsh Women's Aid
- West Wales Exporters' Association

Appendix G . General and Other Consultation Bodies

- Neath Port Talbot Methodist Circuit
- Neath Port Talbot Mind Association
- Neath Port Talbot Youth Council - YOVO and YOVO Junior
- Neath and Tennant Canals Trust
- Workways
- Young Enterprise (South & Mid Wales)
- Young Wales
- Youth Access
- Youth Cymru
- Ystalyfera Development Trust

OTHER CONSULTATION BODIES

G.2 Other Consultation Bodies (defined in LDP Regulation 2)

G.3 An authority should also consider the need to consult, where appropriate, with the following agencies and organisations, in accordance with its DA:

- Airport Operators
- British Geological Survey
- Centre for Ecology and Hydrology
- Civil Aviation Authority
- Commission for Racial Equality
- Country Land and Business Association
- Crown Estate Office
- Design Commission for Wales
- Disability Rights Commission
- Equality and Human Rights Commission
- One Voice Wales
- Police Architectural Liaison Officers
- Professional Bodies not specifically listed
- Quarry Products Association Wales
- Wales Environment Link
- Welsh Environmental Services Association (representing waste industry)
- Bus Service Operators

G.4 Below is Neath Port Talbot Council's list of Other Consultation Bodies:

- British Geological Survey
- Cardiff International Airport Ltd
- Centre for Ecology and Hydrology
- Civil Aviation Authority
- Design Commission for Wales
- Disability Rights Commission
- DJ Thomas Coaches
- Equality and Human Rights Commission Wales
- First Buses Ltd
- First Group
- General Aviation Awareness Council
- National Express

Appendix G . General and Other Consultation Bodies

- One Voice Wales
- Quarry Products Association Wales
- Royal Institute of Chartered Surveyors Wales (RICS)
- Royal Town Planning Institute Wales (RTPI)
- Secure by Design, South Wales Police
- South Wales Transport
- Stagecoach Wales
- The Crown Estate
- Wales Environment Link
- Welsh Environmental Services Association Ltd

Community Profile

H.1 The Development Plans Manual indicates that the Council should profile the community in order to identify the most appropriate range of interests to be involved in the RLDP preparation process. The bullet points below provide a summary of the main relevant characteristics of the County Borough's population. Full details and findings are summarised below.

- The most recent County Borough has a **working age population** of 86,300, of whom 6,600 are students. This is the third highest rate of all authorities in Wales (Cardiff 9.8%, Ceredigion 9.5%, NPT 7.6%). (ONS Population Estimates (2019))
- The **age profile** of NPT is in line with the average for Wales:
 - Aged 0-15: 17.5% compared to an average of 17.9% in Wales;
 - Aged 16-64: 61.5% compared to an average of 61.1% in Wales; and
 - Aged 65 and over: 20.9% compared to an average of 21.0% in Wales. (ONS Population Estimates (2019))
- Lower proportions than the Welsh average in NPT able to **speak Welsh, read Welsh, write Welsh and understand spoken Welsh**:
 - Speak Welsh: 22.5% compared to an average of 29.1% in Wales;
 - Read Welsh: 20.8% compared to an average of 26.0% in Wales;
 - Write Welsh: 18.3% compared to an average of 23.8% in Wales; and
 - Understand spoken Welsh: 27.2% compared to an average of 33.4% in Wales. (ONS Population Estimates (2019))
- With regards to **sexual orientation**, a greater proportion of residents than the average for Wales, in NPT identify as heterosexual (98.0% compared to 97.4%); gay or lesbian (1.0% compared to 0.7%); other (0.5% compared to 0.2%); and the same proportion identifying as bisexual (0.5%). (ONS Annual Population Survey (2017))
- NPT is less **ethnically diverse** than the average for Wales. NPT has:
 - A greater proportion of white residents (98.1% compared to 95.6%);
 - Fewer residents with mixed/ multiple ethnic groups (0.7% compared to 1.0%);
 - Fewer Asian/ Asian British residents (1.0% compared to 2.3%);
 - Fewer Black/ African/ Caribbean/ Black British residents (0.2% compared to 0.6%); and
 - Fewer residents with other ethnicity (0.1% compared to 0.5%). (ONS Census (2011))
- NPT has a greater proportion of residents with poorer **health** and greater **disability** than the Welsh average:
 - Fewer residents report 'very good or good health' (73.7% compared to 78.1%);
 - A greater proportion report 'bad or very bad health' (10.3% compared to 7.5%); and
 - A greater proportion have their day-to-day activities 'limited a lot' (15.7% compared to 11.5%) and 'limited a little' (11.8% compared to 10.8%). (ONS Census (2011))

Appendix H . Community Profile

- A greater proportion of residents in NPT are providing **unpaid care** than the average for Wales (14.6% compared to 12.1%) and a significantly greater proportion (41.2%) are providing more than 50 hours unpaid care a week. (ONS Census (2011))
- In terms of **economic activity**, compared to the working age resident average for Wales:
 - NPT has a lower proportion who are economically active (71.2% compared to 75.7%);
 - Similar proportions are unemployed (3.8% compared to 3.7%);
 - A lower proportion are long-term sick economically inactive (23.5% compared to 28.3%);
 - A similar proportion of economically inactive working age residents are students (26.5%); and
 - A greater proportion are economically inactive and looking after family/ home (18.0% compared to 15.2%). (ONS Annual Population Survey (2020))
- NPT has a greater proportion of **small and medium sized enterprises** than the Welsh average (10.3% compared to 8.9% and 2.0% compared to 1.4% respectively). (ONS Inter Departmental Business Register (2020))
- In terms of **income and poverty**:
 - NPT full-time equivalent gross weekly earnings is less than the average for Wales (£534 compared to £542).
 - The Welsh Index of Multiple Deprivation (WIMD) identifies a deep rooted area of deprivation around the village of Croserw in the Afan Valley (LSOA 'Cymmer 2') and more generally shows high proportions of Lower Super Output Areas (LSOAs) within deprivation. (ONS Annual Population Survey (2020))
- NPT has lower rates per 10,000 households of **homeless households**. (Welsh Government (2020))
- The most recent Census data identifies 47 **Gypsy and Traveller households** within NPT, out of a total of 1,004 in Wales (ONS Census (2011)).

Population

Table 1: Population

	Neath Port Talbot	Wales
Total Population	143,300	3,152,900
Female	50.7%	50.7%
Male	49.3%	49.3%
Area (ha)	44,200	2,073,511

Appendix H . Community Profile

Density (persons per ha)	3.2	1.5
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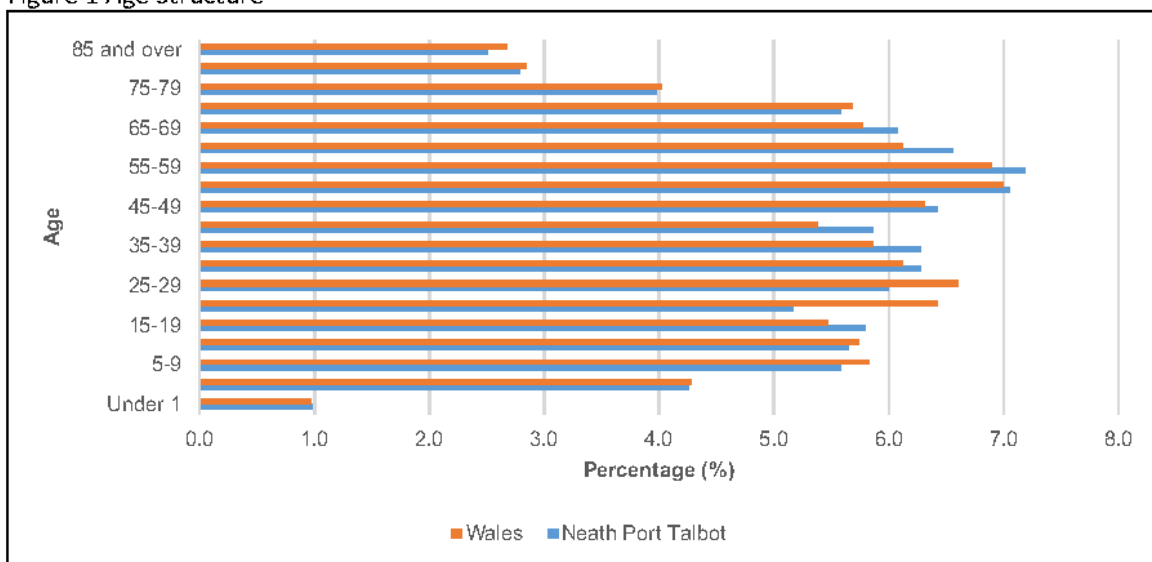
Source: ONS Population Estimates (2019)

Age Structure

Table 2: Age

Age	Neath Port Talbot	Wales
0 - 15	17.5%	17.9%
16-64	61.5%	61.1%
65 and over	20.9%	21.0%

Figure 1 Age Structure



Source: ONS Population Estimates (2019)

Appendix H . Community Profile

Welsh Language

Table 3: Welsh Language

	Neath Port Talbot	Wales
Percentage of population able to read Welsh	20.8%	26.0%
Percentage of population able to write Welsh	18.3%	23.8%
Percentage of population able to understand spoken Welsh	27.2%	33.4%
Percentage of population who speak Welsh	22.5%	29.1%
Of whom:	11.1%	16.3%
• Speak Welsh daily	4.1%	5.0%
• Speak Welsh Weekly	6.0%	6.2%
• Speak Welsh less often	1.3%	1.6%
• Speak Welsh never		

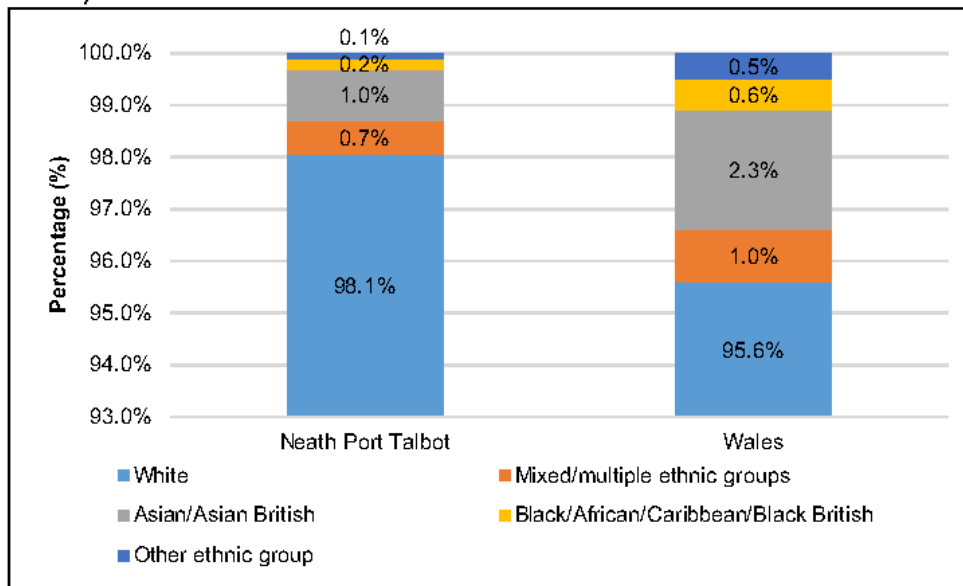
Source: ONS Annual Population Survey (2020)

Ethnicity

Table 4: Ethnicity

Ethnicity	Neath Port Talbot	Wales
White	98.1%	95.6%
Mixed / Multiple Ethnic Groups	0.7%	1.0%
Asian / Asian British	1.0%	2.3%
Black / African / Caribbean / Black British	0.2%	0.6%
Other Ethnic Group	0.1%	0.5%

Figure 2 Ethnicity



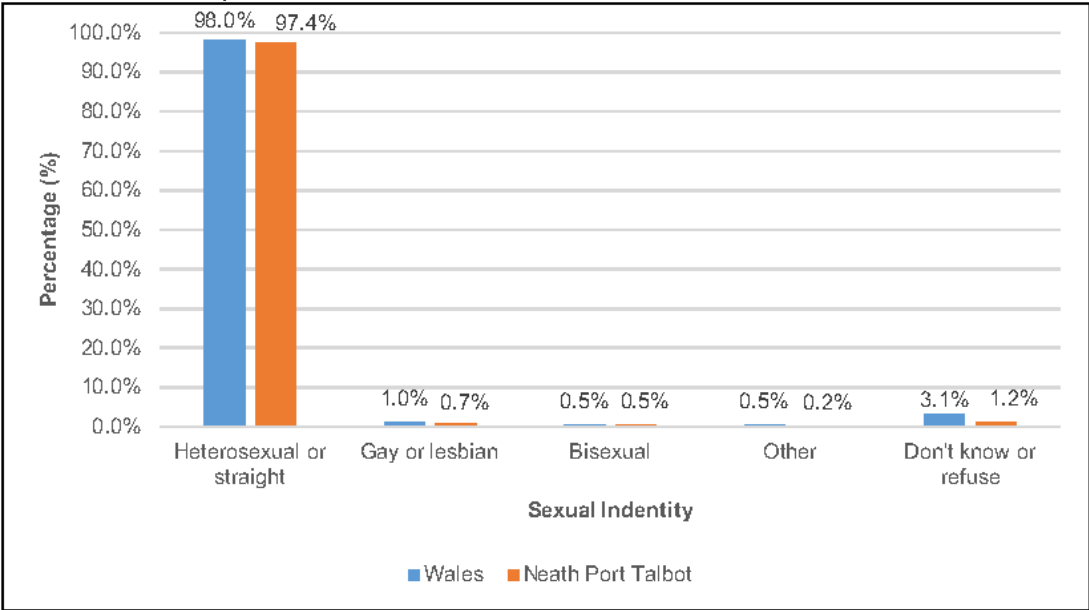
Source: ONS Census (2011)

Sexual Identity

Table 5: Sexual Identity

Sexual Identity	Neath Port Talbot	Wales
Heterosexual	98.0%	97.4%
Gay or Lesbian	1.0%	0.7%
Bisexual	0.5%	0.5%
Other	0.5%	0.2%
Don't know / refuse	3.1%	1.2%

Figure 3: Sexual Identity



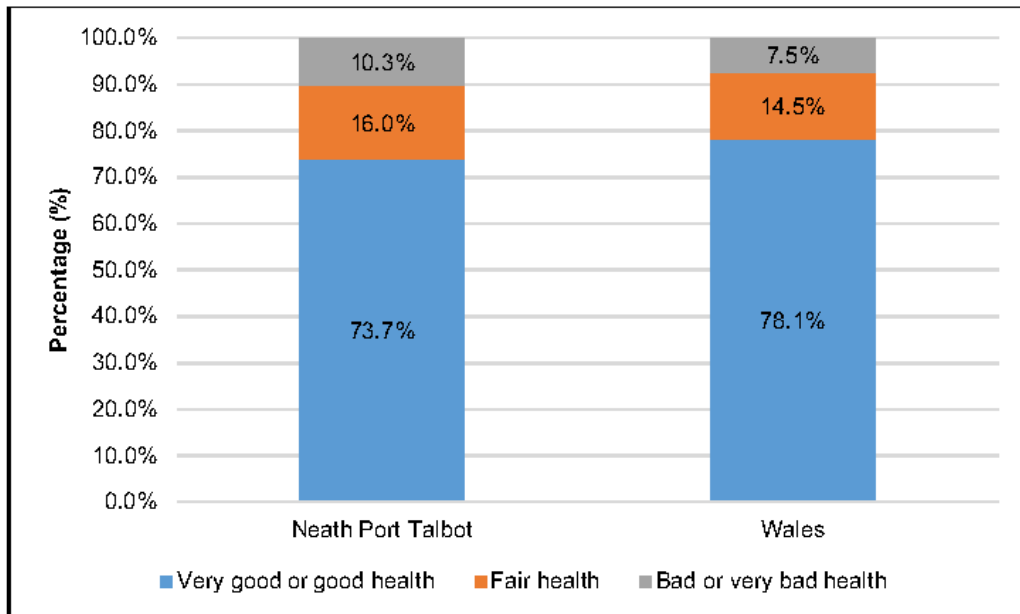
Source: ONS Annual Population Survey (2017)

Health

Table 6: Health

Health	Neath Port Talbot	Wales
Very good or good health	73.7%	78.1%
Fair health	16.0%	14.5%
Bad or very bad health	10.3%	7.5%

Figure 4: Health



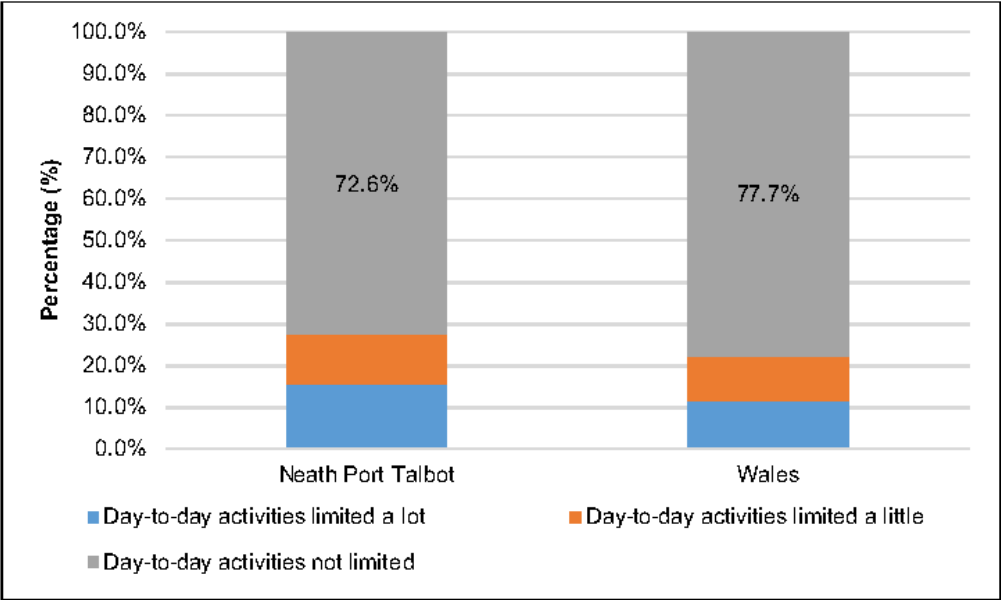
Source: ONS Census (2011)

Disability

Table 7: Disability

Disability	Neath Port Talbot	Wales
Day-to-day activities limited a lot	15.7%	11.5%
Day-to-day activities limited a little	11.8%	10.8%
Day-to-day activities not limited	72.6%	77.7%

Figure 5: Disability



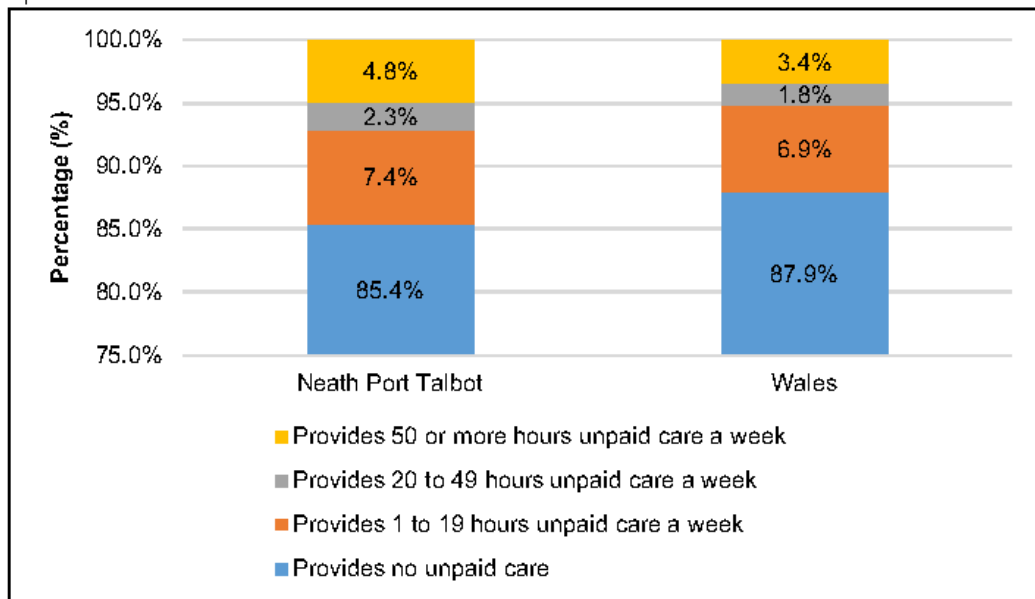
Source: ONS Census (2011)

Unpaid Care

Table 8: Unpaid Care

Unpaid Care	Neath Port Talbot	Wales
Provides no unpaid care	85.4%	87.9%
Provides 1 to 19 hours of unpaid care a week	7.4%	6.9%
Provides 20 to 49 hours of unpaid care a week	2.3%	1.8%
Provides 50 or more hours of unpaid care a week	4.8%	3.4%

Figure 6: Unpaid Care



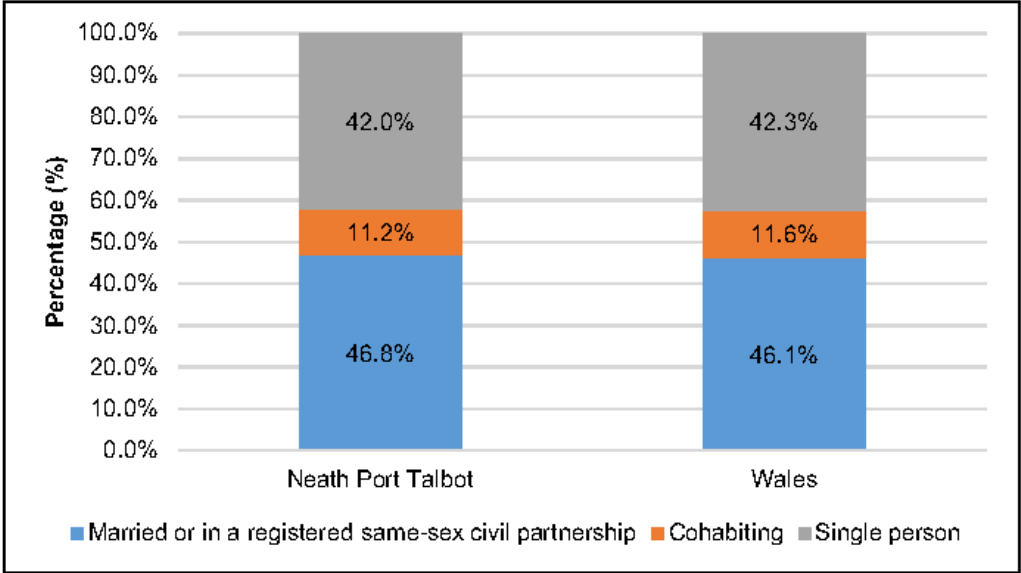
Source: ONS Census (2011)

Household Characteristics

Table 9: Household Characteristics

Household Characteristics	Neath Port Talbot	Wales
Married or in a registered same-sex civil partnership	46.8%	46.1%
Cohabiting	11.2%	11.6%
Single Person	42.0%	42.3%

Figure 7: Household Characteristics



Source: ONS Census (2011)

Lone Parent Households

Table 10: Lone Parent Households

Lone Parent Household	Neath Port Talbot	Wales
Percentage of lone parent households	12.2%	11.4%
Percentage of lone parent households with dependent children	62.5%	66.3%
Percentage of lone parent households with non-dependent children	37.5%	33.7%

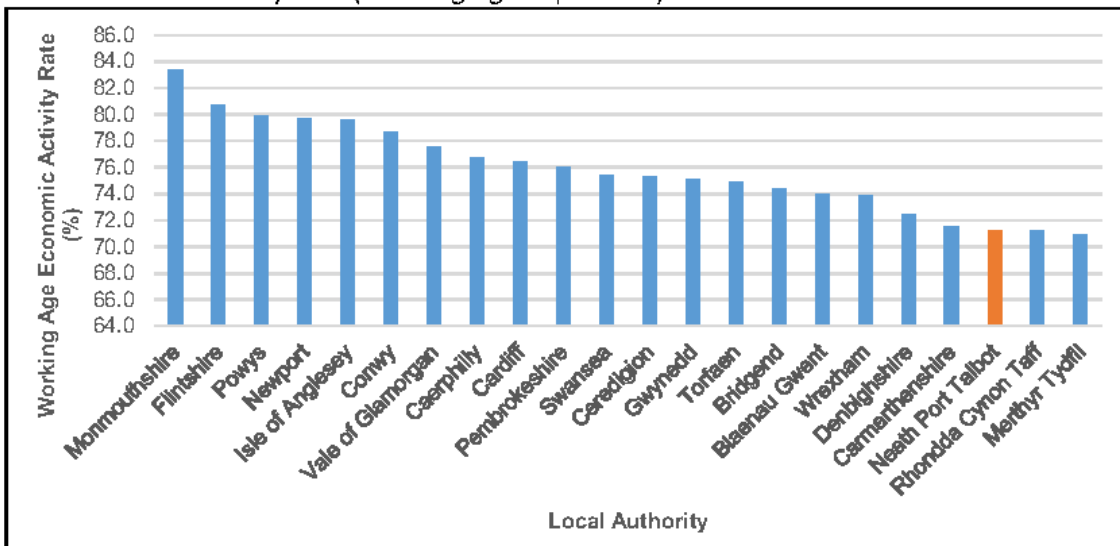
Appendix H . Community Profile

Economic Activity

Table 11: Economic Activity (Working Age Population)

	Neath Port Talbot	Wales
All People		
Economically Active	71.2%	75.7%
In Employment	69.7%	72.8%
Employees	63.8%	63.0%
Self-Employed	5.0%	9.9%
Unemployed	3.8%	3.7%
Males		
Economically Active	71.7%	78.1%
In Employment	69.6%	75.0%
Employees	62.3%	62.1%
Self-Employed	6.6%	12.4%
Unemployed	No data	3.8%
Females		
Economically Active	70.8%	73.4%
In Employment	69.8%	70.7%
Employees	65.3%	63.9%
Self-Employed	3.5%	6.2%
Unemployed	No data	3.6%

Figure 8: Economic Activity Rate (Working Age Population)



Source: ONS Annual Population Survey (2020)

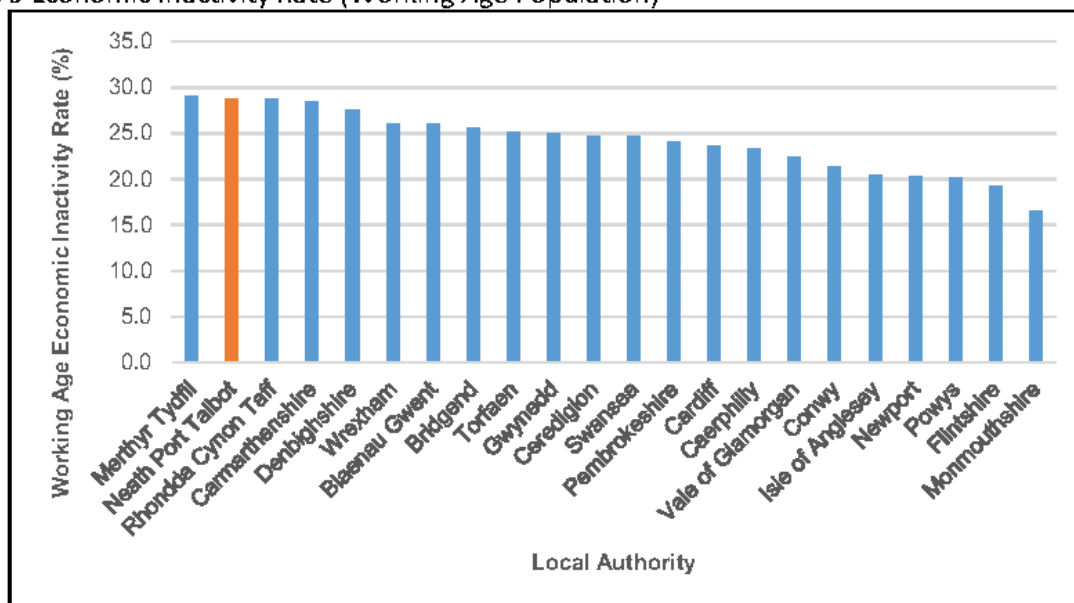
Appendix H . Community Profile

Economic Inactivity

Table 12: Economic Inactivity (Working Age Population)

	Neath Port Talbot	Wales
All	28.8%	24.3%
Student	26.5%	26.5%
Looking after family / home	18.0%	15.2%
Temporary sick	No data	2.2%
Long-term sick	23.5%	28.3%
Discouraged	No data	0.7%
Retired	14.6%	14.0%
Other	14.9%	13.1%
Wants a job	21.2%	21.6%
Does not want a job	78.8%	78.4%

Figure 9 Economic Inactivity Rate (Working Age Population)



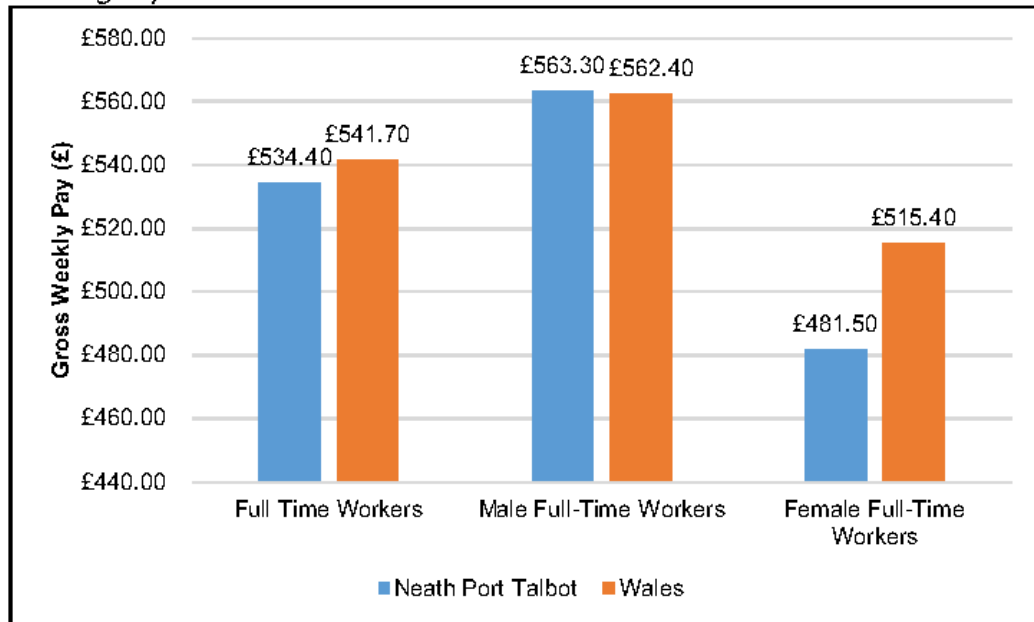
Source: ONS Annual Population Survey (2020)

Earnings by Place of Residence

Table 13: Earnings by Place of Residence

Gross Weekly Pay	Neath Port Talbot	Wales
Full-Time Workers	£534.4	£541.7
Male Full-Time Workers	£563.3	£562.4
Female Full-Time Workers	£481.5	£515.4

Figure 10: Earnings by Place of Residence



Source: ONS Annual Population Survey (2020)

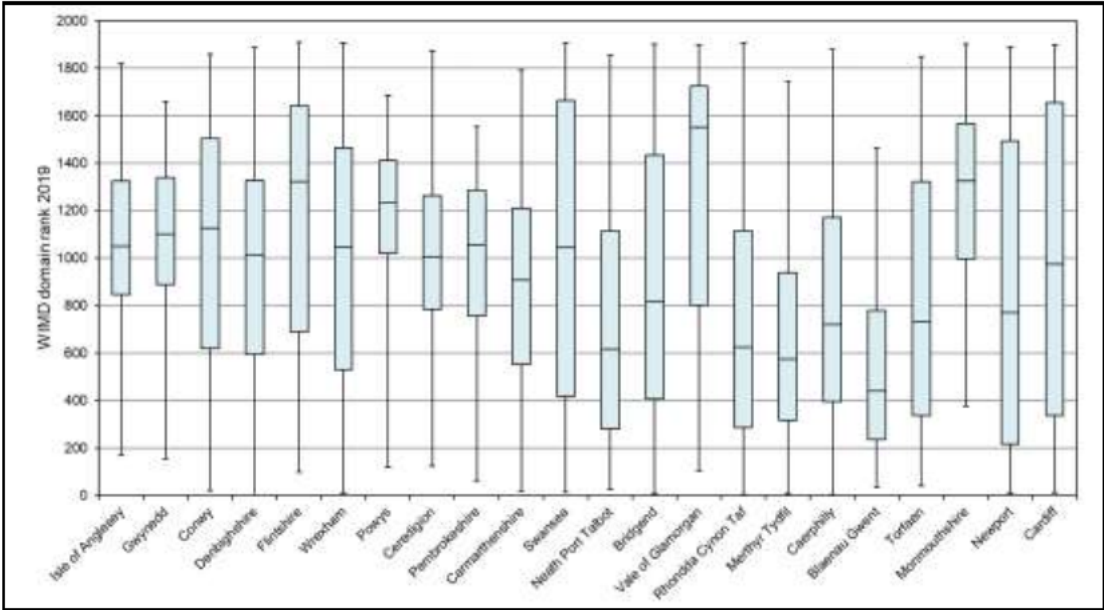
Appendix H . Community Profile

Poverty Levels and Distribution

The Welsh Index of Multiple Deprivation (WIMD) (2019) shows that NPT has:

- The fifth highest proportion of Lower Super Output Areas (LSOAs) within the 10% most deprived in Wales (15.0%);
- The third highest within the most deprived 20% (33.0%);
- The third highest within the most deprived 30% (45.0%); and
- The fourth highest within the most deprived 50% (69.0%).

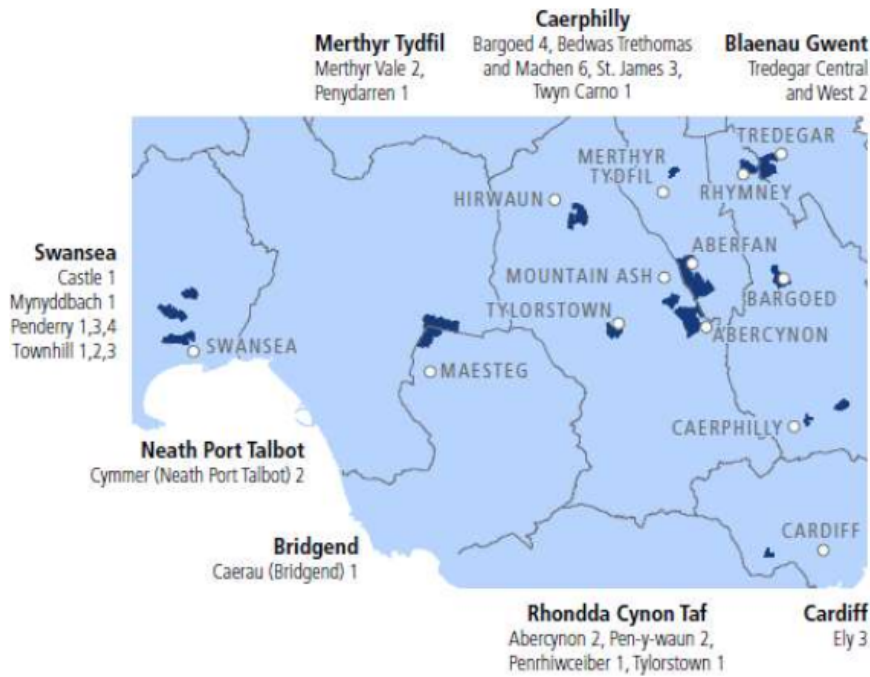
Figure 11: Box Plot of WIMD 2019 Overall Ranks, by Local Authority



Source: Welsh Government WIMD Results Report (2019)

The WIMD in particular, identifies a deep-rooted area of deprivation around the village of Croeserw in the Afan Valley (LSOA 'Cymmer 2').

Figure 12: Areas of Deep-Rooted Deprivation in South Wales

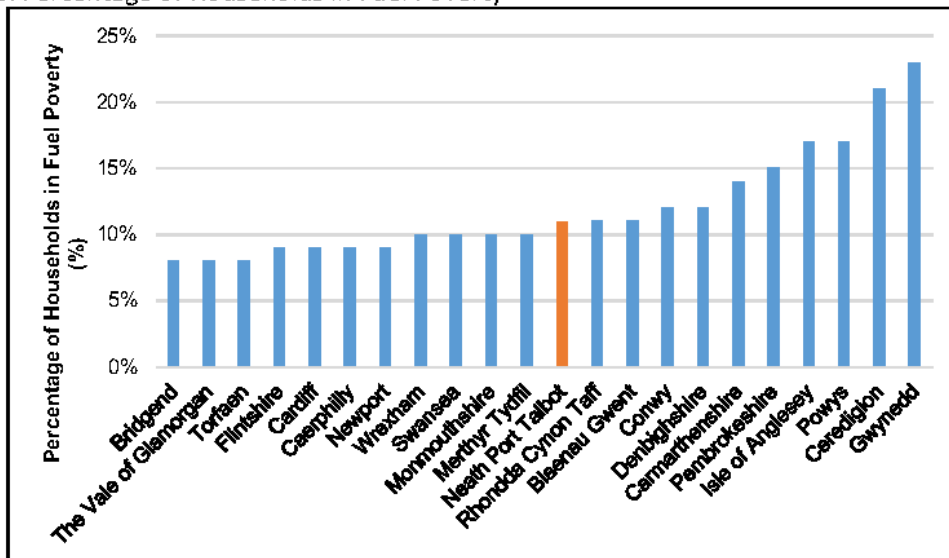


Source: Welsh Government WIMD Results Report (2019)

Table 14: Fuel Poverty

Fuel Poverty	Neath Port Talbot	Wales
Percentage of households living in fuel poverty	11.0%	12.0%

Figure 13: Percentage of Households in Fuel Poverty



Source: Welsh Government (2020)

Appendix H . Community Profile

Table 15: Homelessness

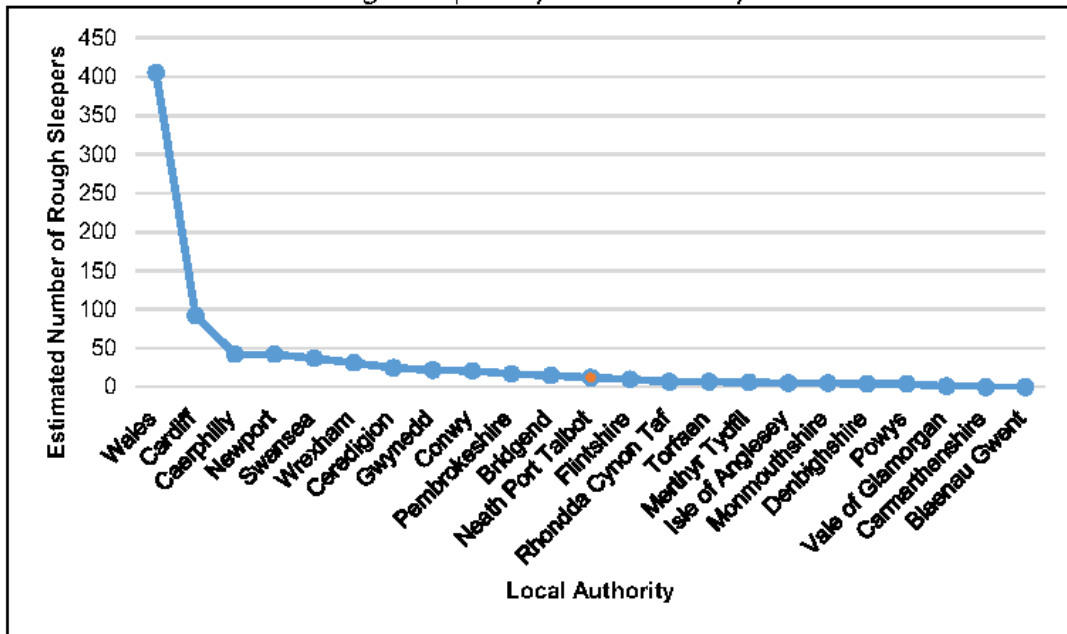
Homelessness	Neath Port Talbot	Wales
Households assessed as homeless and owed duty to secure (Section 73) Rate per 10,000 households	88.0	91.2
Households successfully relieved from homelessness (Section 73) Rates per 10,000 households	31.9	37.4
Households unintentionally homeless and in priority need (Section 75) Rates per 10,000 households	16.6	22.5
Households positively discharged from homelessness (Section 75) Rates per 10,000 households	15.6	17.6

Estimated Number of Rough Sleepers

Table 16: Rough Sleepers

Rough Sleepers	Neath Port Talbot	Wales
Estimated number of rough sleepers	12	405

Figure 14: Estimated Number of Rough Sleepers by Local Authority



Source: Welsh Government (2020)

Appendix H . Community Profile

H.2 Gypsy and Traveller Population and Accommodation

Table 17: Gypsy and Traveller Population and Accommodation

Gypsy and Traveller Population and Accommodation	Neath Port Talbot	Wales
Number of Gypsy and Traveller Households (Source: ONS Census (2011))	47	1,004
Total number of pitches (Source: Welsh Government (2020))	65	405
Total number of caravans (Source: Welsh Government (2020))	101	1,092
Number of authorised sites (Source: Welsh Government (2020))	3	102
Number of unauthorised sites (Source: Welsh Government (2020))	0	34

Appendix I . Previous Community Involvement Scheme Review

I.1 The Development Plans Manual (Paragraph 3.21) suggests that when preparing a CIS for a RLDP, consideration should be given to lessons learnt from the previous CIS.

I.2 The CIS for the first (current) NPT LDP was agreed as part of the DA for that plan in September 2008 and amended in May 2011 and July 2013.

I.3 A wide range of methods were used to engage with stakeholders and the public, many of which were successful, as shown by the amount of correspondence and number of representations received during the plan preparation process. However, there were some specific approaches that did not have the anticipated results, or that were not considered to be time or resource efficient. These are indicated below:

- In the early stages of the plan preparation process, the Authority's community magazine was used for publicity purposes. However, the magazine ceased publication as a result of financial pressures and this method of engagement is no longer available. The RLDP process will instead be promoted through:
 - 'In the Loop' which is an online magazine produced by the Council which is sent to all Council employees (approximately 4,500 staff) monthly informing them amongst other things, current consultations and how to get involved. Many Council employees reside in NPT and all others have a stake in what happens.
 - NPT News which is an on-line monthly newsletter with approximately 2,000 subscribers.
 - The Sway which is a weekly news bulletin (approximately 4,500 readers).
 - A Social media Campaign (see below for further details)
 - Posters and LCD Screen notices (see below for further details)
- As an alternative, the Authority sought to get information to every residence and business by posting out leaflets on three occasions at significant stages of the plan preparation process. However, feedback suggests that since the leaflets were delivered with other bulk mail deliveries, they tended to be discarded without being read. It is therefore not proposed to repeat this approach. Instead, promotion will be focussed around a targeted social media campaign and posters/LCD Screen Notices in key local community services and facilities such as Libraries, GP surgeries, Hospitals, Council Offices, Leisure Centres, Bus Stops, Transport Hubs and Community Notice Boards. Local Elected Members, Town and Community Council's and Local Area Co-ordinators will also be used to help distribute posters and communicate their message.
- Previously, printed copies of all documents were made available at all the public libraries across the county borough. However, this appeared to generate little interest or response and took significant resources to implement. There are also concerns that following the Covid-19 Pandemic, the public may be more reluctant to handle communal / publicly accessible hard copy documents. It is now proposed to place printed copies in the deposit venues only, in accordance with the LDP Regulations⁽²⁴⁾.

However, in absence of hard copy documents, guidance notes explaining how to view the RLDP documentation online will be provided to the Libraries.

- As part of the Candidate Sites consultation process, site notices were posted to publicise submitted sites. While this often generated significant local interest and awareness, it proved to be a source of confusion and conflict, as the notices were often taken to be publicising planning applications or approved developments, rather than plan suggestions. Again, this process was expensive in terms of resources, was not considered to be beneficial overall and it is not proposed to continue this approach. Information regarding candidate sites submitted will be made available on the Council's website (find your nearest and RLDP pages) and at deposit venues once the CSR has been published. Local Members will be the champion for their electoral ward/constituents. Feedback can be provided on the Candidate Sites as part of the Preferred Strategy consultation.

1.4 In addition to the above considerations, the Covid-19 pandemic has impacted upon engagement and consultation processes resulting in a greater focus on virtual engagement, particularly where social distancing can not be facilitated in consultation exercises. As a result, engagement and consultation during the preparation of this plan will increasingly be facilitated through the use of social media, on-line surveys and forms, and virtual meeting platforms. Those that are digitally excluded will be engaged through documentation viewing opportunities by appointment at the 3 deposit venues, posters at key local community services and facilities, and Libraries will be supplied with guidance notes on how to assist people to view documents on-line using the computer facilities they contain. Current Government Covid guidelines will be adhered to for all consultation and engagement activities undertaken. Further guidance is available here: <https://gov.wales/protect-yourself-others-coronavirus>.

1.5 There have also been a number of changes in the legislation and guidance relating to the preparation of LDPs, including the issuing of amended LDP Regulations in 2015⁽²⁵⁾, the Planning (Wales) Act 2015⁽²⁶⁾ and the revised Development Plans Manual in 2020⁽²⁷⁾. The consultation and engagement processes will need to be in accordance with the requirements of the changes in legislation and guidance. The Planning (Wales) Act 2015 introduced two new tiers of national and regional planning (National Development Framework and Strategic Development Plan. Future Wales (the National Development Framework) was published in 2021. Section 7(1) of the Planning (Wales) Act 2015 requires an LDP to be in general conformity with the National Development Framework and Strategic Development Plan.

1.6 In respect of other new legislation, the WBFGA (2015) and the subsequent NPT Well-being Plan are of significant importance. The Act in particular requires local authorities to undertake their functions in *collaboration* with others including other public bodies and to *involve* the community and interested parties in decision making. The CIS will need to embody these ways of working in order to ensure that the sustainable development principle is fully implemented.

25 The Town and Country Planning (Local Development Plan)(Wales)(Amendment) Regulations 2015

26 [Planning \(Wales\) Act 2015](#)

27 [Development Plans Manual](#)

Click on the QR code below
for further information



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council