

Title of Report:	Local Development Plan Project Management Team Annual Monitoring Reports (2021/2022 & 2022/2023)
Committee Report Submitted To:	PLANNING COMMITTEE
Date of Meeting:	27th September 2023
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Our elected members work collaboratively and make decisions on an evidence led basis and in line with its policies.
Lead Officer	Principal Planning Officer

Budgetary Considerations	Not applicable in this case
Cost of Proposal	
Included in Current Year Estimates	
Capital/Revenue	
Code	
Staffing Costs	

Legal Considerations	Not applicable in this case
Input of Legal Services Required	
Legal Opinion Obtained	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

1.1 To present the Council's Local Development Plan (LDP) Project Management Team Annual Monitoring Report for the 2021/2022 & 2022/2023 reporting periods.

2.0 Background

2.1 The Council's Development Plan team is currently preparing an LDP for the Borough. The Council must provide a 15-year plan framework to support the environmental, economic and social needs of the Borough in line with regional strategies and policies, and with the objective of furthering sustainable development¹.

2.2 The LDP is prepared in three stages, as follows:

- Preferred Options Paper (POP);
- Plan Strategy (PS); and
- Local Policies Plan (LPP).

2.3 We are currently preparing a draft Plan Strategy (dPS).

2.4 The LDP is subject to a Sustainability Appraisal (SA) incorporating a Strategic Environmental Assessment (SEA) to assess any potential environmental, economic or social impacts of the Plan against a range of sustainability objectives. This iterative process is carried out at all three stages of LDP preparation.

2.5 In line with the Council's published 'Statement of Community Involvement in Planning' (SCI) the Project Management Team (PMT) was established, comprising senior council officers, plan manager and key government departments, to facilitate key consultee co-operation in the plan-making process (see TOR at Appendix 1).

2.6 The invite to participate in the PMT also extends to all party leads (or a nominee) and Council Directors. The objective is to secure expert input (in an advisory role) into the plan making process.

2.7 At Preferred Options (POP) stage the PMT provided information and expert advice on a range of key strategic planning issues that the LDP should seek to address. At draft Plan Strategy stage the team provided comment on our LDP draft policy approach covering a range of topic areas.

2.8 Annual monitoring reports for this group are set out at Appendices 2 & 3 (attached).

2.9 It is important to note that Northern Ireland has a new LDP process, and although it was anticipated that the new regime would take some time to

¹ "Sustainable development" was defined in the World Commission on Environment and Development's 1987 Brundtland report 'Our Common Future' as 'development that meets the needs of the present without compromising the ability of future generations to meet their own needs'.

settle down it has been a much steeper learning curve than was originally anticipated, for all of the 11 councils as well as the key consultees and stakeholders, and Dfl in its oversight role.

- 2.10 Dfl has, during the LDP process to date, issued a number of guidance documents which the Council has taken account of in its LDP preparation. It should also be noted that there may be legislative and regional policy and guidance updates as we continue through this process.

3.0 Recommendation

- 3.1 **IT IS RECOMMENDED** that the Planning Committee accept the attached LDP Project Management Team Annual Monitoring Reports.

Appendices:

Appendix 1: LDP Project Management Team Terms of Reference

Appendix 2: LDP Project Management Team: Annual Monitoring Report
(01/04/2021 – 31/03/2022)

Appendix 3: LDP Project Management Team: Annual Monitoring Report
(01/04/2022 – 31/03/2023)



Local Development Plan Project Management Team (SA Group)

Terms of Reference

NAME

The name of the group will be the 'Causeway Coast and Glens Borough Council Local Development Plan Project Management Team (SA Group)'.

PURPOSE

The purpose of the Project Management Team, in line with the Council's published 'Statement of Community Involvement in Planning' (SCI), is to facilitate key consultee co-operation in the plan making process. This team will be consulted on and act as the screening and scoping group for the LDP Sustainability Appraisal (SA) and any other necessary assessments and appraisals.

OBJECTIVES

- Engagement by key stakeholders (in an advisory role), senior council officers and elected members in the Plan process.
- To secure the necessary expert input into the Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) process.
- To seek agreement on the final input to inform the Plan documents to be presented to Council for approval.

MEMBERSHIP OF THE PROJECT MANAGEMENT TEAM

In line with Council's published "Statement of Community Involvement in Planning" (SCI) the LDP Project Management Team will comprise of:-

- Senior Council Officers;
- Plan Manager; and
- Key government departments

All Council directors will be invited to participate in the Project Management Team meetings.

The Head of Planning will chair the Group.

The Plan Manager will act as Secretary to the Group.

DECLARATION OF INTEREST

Members of the Project Management Team should declare **any** personal interest that may exist, or may be perceived to exist, in relation to any decisions or recommendations made by the group.

CONFIDENTIALITY

Confidentiality must be maintained at **all** times.

In the conduct of their duties, members of this group will be privy to material that is confidential, or which should reasonably be regarded as being of a confidential nature. This material must **not** be distributed outside of the group.

MEETING ARRANGEMENTS

The Project Management Team will normally meet on a quarterly basis. However, there may be occasions when an ad hoc meeting is required to ensure that we meet our published LDP Timetable. In this instance at least one week's notice will be given (via e-mail).

The Project Management Team shall take minutes of all meetings. These may be open to public scrutiny.

Minutes of the meeting will be circulated to all attendees within one week of the meeting being held.

REPORTING STRUCTURES

The Group (through the secretary) will supply an annual monitoring report to inform Council on its progress in meeting the Plan timetable and identifying the causes of any significant delay.

The Group will be required to complete its objectives within the timescale for the adoption of the Plan, as per the Plan Timetable.

SIGNATURES

1. Chairperson in group: DERISE DICKSON (CHAIR)

Signed: [REDACTED] 02/08/2017

2. Name and Position in group: SHARON MULHERN: SECRETARY

Signed: [REDACTED] 2/8/17.

APPENDIX 2: Annual Monitoring Report (01/04/2021 – 31/03/2022)

1.0 Annual Monitoring Report

1.1 Member workshops continued throughout this reporting period, as follows:

- 16th June 2021;
- 15th September 2021;
- 29th September 2021;
- 13th October 2021;
- 10th November 2021; and
- 12th December 2021.

1.2 In preparation for the above workshops the Council consulted key PMT consultees, where relevant, on its draft LDP policy approach covering a range of topic areas.

1.3 Following the workshops the draft policies were presented and agreed as follows:

- LDP Steering Group Meeting on 27th January 2022.
- Planning Committee Meeting on 23rd February 2022.

1.4 These policies were subject to SA.

2.0 Impact on the LDP Timetable

2.1 It is a statutory requirement for a council to prepare, and keep under review, a timetable for the preparation and adoption of its LDP. The timetable must include indicative dates for each stage of LDP preparation and the publication of the POP and development plan documents (Draft Plan Strategy and Draft Local Policies Plan) as well as accompanying documents such as the SA. The LDP must be prepared on the basis of robust and sound evidence.

2.2 The current published timetable sets out an indicative dPS publication date of spring/summer 2022. The Council's Development Plan team's ongoing work continued within this reporting period on the basis that the dPS would be brought before Members and meet the indicative publication date. However, this work took longer than envisaged. As such, the Council was not in a position to meet this indicative date. Work on the dPS preparation continued into the next reporting period (01/04/2022 – 31/03/2023) - see Appendix 3, attached).

2.3 The Council's Development Plan team continues to update the evidence base to inform its draft LDP policy approach which is presented to all Members for discussion at the ongoing LDP Workshops, prior to agreement with the Steering Group. Where the Council considers it necessary to do so, it will also engage with relevant PMT consultees.

APPENDIX 3: Annual Monitoring Report (01/04/2022 – 31/03/2023)

1.0 Annual Monitoring Report

1.1 Member workshops continued throughout this reporting period, as follows:

- 7th April 2022
- 18th May 2022

1.2 In preparation for the above workshops the Council engaged with PMT consultees, where relevant, on its draft LDP policy approach covering a range of topic areas.

1.3 Following on from the workshops the policies were subject to SA. They were also presented and agreed as follows:

- LDP Steering Group Meeting on 26th May 2022.
- Planning Committee Meeting on 22nd June 2022.
- Senior Leadership Team (SLT) Meeting on 15th August 2022.

1.4 The draft Plan Strategy publication document was presented for ratification at the 1st November 2022 Full Council Meeting, where it was deferred by Members for further consideration.

1.5 A round of Party Group meetings were held in November and December 2022, resulting in the following:

- further evidence gathering;
- a review of a number of draft planning policies; and
- engagement with key PMT consultees.

2.0 Impact on the LDP Timetable

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2.2 The current published timetable sets out an indicative dPS publication date of spring/summer 2022. The Council's Development Plan team's ongoing work (set out at paragraph 1.5 above) continued within this reporting period and will continue into the next reporting period (2023/2024).

2.3 Quarterly verbal updates on LDP progress are provided by the Plan Manager to the Steering Group through the Planning Committee. Following agreement on the dPS a revised timetable will be brought before the Planning Committee for discussion.

**Local Development Plan
Project Management Team
(SA Group)**

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