



<b>Title of Report:</b>	<b>Local Development Plan – Project Management Team: Annual Monitoring Report 2020/21</b>
<b>Committee Report Submitted To:</b>	<b>PLANNING COMMITTEE</b>
<b>Date of Meeting:</b>	<b>27<sup>th</sup> October 2021</b>
<b>For Decision or For Information</b>	<b>For Decision</b>

<b>Linkage to Council Strategy (2021-25)</b>	
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

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

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. <b>Not applicable in this case.</b>		
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 Local Development Plan (LDP) Project Management Team (PMT) Annual Monitoring Report (AMR) as set out in the attached Terms of Reference (TOR).

## **2.0 Background**

- 2.1 The Council's Development Plan team is currently preparing an LDP for the Borough, a statutory requirement for the Council. In preparing its LDP 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 promoting 'sustainable development'.
- 2.2 The LDP is subject to a Sustainability Appraisal (SA) incorporating a Strategic Environmental Assessment (SEA).
- 2.3 The purpose of the PMT is to facilitate key consultee co-operation in the plan-making process (see TOR at Appendix 1). The objective is to provide expert input (in an advisory role) in line with the Council's published 'Statement of Community Involvement in Planning' (SCI).
- 2.4 At Preferred Options (POP) Stage key consultees provided information and advice on key strategic issues that the LDP should address.
- 2.5 The invite to participate in the PMT also extends to all party leads (or a nominee) and Council Directors.

## **3.0 LDP Timetable**

- 3.1 It is a statutory requirement to prepare, and keep under review, a timetable for the preparation and adoption of the LDP. The timetable must include indicative dates for each stage of the LDP preparation and the publication of the POP and the development plan documents (Draft Plan Strategy and Draft Local Policies Plan) as well as accompanying documents such as the SA/SEA.
- 3.2 Members agreed a revised LDP Timetable at the 24<sup>th</sup> March 2021 Planning Committee. Following agreement with the Planning Appeals Commission (PAC) on 6<sup>th</sup> May 2021 and DfI on 13<sup>th</sup> May 2021, the revised timetable was published in 'The Chronicle' for two consecutive weeks, on weeks commencing 24<sup>th</sup> and 31<sup>st</sup> May 2021, and on the Council's website on 25<sup>th</sup> May 2021.
- 3.3. In line with this timetable the Development Plan team is currently working towards the publication of the LDP Draft Plan Strategy in spring/summer 2022.
- 3.4 Face to face meetings have not been possible due to government/public health guidelines, so the PMT has been regularly consulted (electronically) throughout the reporting period for input and advice on the Council's draft LDP policy approach.

### LDP Evidence Base

- 3.5 The LDP must have a robust and sound evidence base.
- 3.6 The Council's Development Plan team continues to update the evidence base to inform the draft LDP policy approach which is presented for agreement to Members at the ongoing suite of topic-based LDP Workshops.

### Sustainability Appraisal (SA)

- 3.7 Once agreed, the LDP draft policies will be subject to SA/SEA.

### Impact on LDP Timetable

- 3.8 It is important to note that the Northern Ireland LDP process is totally new. Although it was anticipated that the new regime would take some time to settle down, it is fair to say that it has been a much steeper learning curve than was originally anticipated, for all 11 councils and the key consultees and stakeholders, and in particular for the Department for Infrastructure (DfI) with its oversight role.
- 3.9 DfI has, during the LDP process to date, issued a number of guidance documents that the Council has had to take account of in its LDP preparation. DfI advises that this is likely to continue throughout the entire process as the NI LDP process matures.

## **4.0 Recommendation**

- 4.1 **IT IS RECOMMENDED** that Members accept this LDP Project Management Team Annual Monitoring Report.

## **Appendices**

### **Appendix 1: LDP Project Management Team Terms of Reference**

**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.