

## Appendix 3 : Community Involvement Scheme (CIS)

The following provides a summary of the proposed engagement methods for the key stages in the SDP preparation process.

### Stage 1: Delivery Agreement (Timetable & Community Involvement Scheme)

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
<b>Seek authorisation from CJC to prepare the DA.</b>	To seek approval from the CJC to prepare the draft DA.	September 2025	• CJC Members	• CJC	• <b>Formal Political Reporting:</b> formal report to the CJC to seek approval to prepare the draft DA.
<b>Prepare draft DA &amp; informally consult with / involve specific consultation bodies on the scope and content. (Regulations 7,9 &amp; 10)</b>	<p>The DA is a public statement that contains the Community Involvement Scheme (CIS) setting out how and when stakeholders and the community can become involved in the plan making process and a Timetable for preparing the SDP.</p> <p>To informally seek the views of specific consultation bodies on the content of the draft DA.</p>	November-December 2025	<ul style="list-style-type: none"> <li>• CJC Members</li> <li>• Specific Consultation Bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with Specific Consultation Bodies.</li> </ul>	• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.
<b>Revise DA (if considered necessary)</b>	Update the draft DA to reflect the views of General and Specific Consultation Bodies and other stakeholders (where relevant).	November - December 2025	<ul style="list-style-type: none"> <li>• CJC Members</li> <li>• Specific Consultation Bodies</li> <li>• Other interested stakeholders</li> </ul>	• Focused dialogue with Specific Consultation Bodies and other interested stakeholders.	• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.
<b>Seek authorisation from the CJC to publish the Draft DA for consultation.</b>	To seek approval from the CJC to publish the draft DA for consultation.	January 2026	• CJC Members	• CJC	<ul style="list-style-type: none"> <li>• <b>Formal Political Reporting:</b> formal report to the CJC to seek approval to publish the draft DA for consultation.</li> <li>• </li> </ul>

<b>Consultation on draft DA and CIS (5 weeks)</b> <b>Regulation 11(2).</b>	To seek the views of consultation bodies on the content of the draft DA.	January - February 2026	<ul style="list-style-type: none"> <li>• CJC Members</li> <li>• General and Specific Consultation Bodies</li> <li>• Other interested stakeholders including members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> <li>• Draft DA published on CJC website.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>DA adopted by resolution of the CJC in accordance with SDP Regulation 11(2)</b>	DA adopted by resolution of the CJC in accordance with SDP Regulation 11(2).	March 2026	<ul style="list-style-type: none"> <li>• CJC Members</li> </ul>	<ul style="list-style-type: none"> <li>• Formal report to CJC.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Formal Political Reporting:</b> formal report to the CJC seeking adoption of the DA.</li> </ul>
<b>Submission of final DA to Welsh Government for agreement.</b>	To seek Welsh Government's formal agreement that the DA is robust, realistic and covers the main plan preparation requirements.	March 2026	<ul style="list-style-type: none"> <li>• CJC Members</li> <li>• Welsh Government</li> </ul>	<ul style="list-style-type: none"> <li>• Formal submission to Welsh Government.</li> </ul>	<ul style="list-style-type: none"> <li>• Update provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>Publish the approved DA with copies made available for inspection at the Principal Office(s) of the CJC and on its website in accordance with SDP Regulation 12.</b>	To comply with regulation 12 and inform stakeholders of the adopted DA timetable and CIS.	As soon as practical following agreement from WG.	<ul style="list-style-type: none"> <li>• CJC</li> </ul>	<ul style="list-style-type: none"> <li>• Copies made available for inspection at the Principal Office(s) of the CJC and on its website in accordance with SDP Regulation 12.</li> <li>• Copies will also be made available at all LG principal offices as defined in appendix 4.</li> <li>• Interested stakeholders notified by email or letter.</li> </ul>	<ul style="list-style-type: none"> <li>• Update provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>

## Stage 2: Pre-Deposit Preparation and Involvement

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
<b>Existing LDP/RLDP evidence base review</b>	<p>To consider the content and evidence base of adopted/emerging LDPs within the region.</p> <p>The CJC will need to take account of current LDPs and then consider in parallel, the long-term direction for the SDP until the end of the plan period (20-25 years).</p>	April 2026 - 2027	<ul style="list-style-type: none"> <li>• CJC</li> <li>• LPAs</li> <li>• General &amp; Specific Consultation Bodies</li> <li>• Consultants (where necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>Prepare the evidence base (continuous process)</b>	To prepare a sound and proportionate evidence base to support the preparation of the SDP.	April 2026 (continuous process)	<ul style="list-style-type: none"> <li>• CJC</li> <li>• General &amp; Specific Consultation Bodies</li> <li>• Consultants (where necessary)</li> <li>• Other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>Prepare the ISA Scoping Report: establish the baseline and set the ISA framework, scope and objectives.</b>	To set the context, establish the baseline and decide on the ISA scope and objectives. This includes a review of relevant plans, programmes and policies.	April 2026	<ul style="list-style-type: none"> <li>• CJC</li> <li>• LPAs</li> <li>• General &amp; Specific Consultation Bodies</li> <li>• Consultants (where necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>Targeted consultation on draft ISA Scoping Report (5 weeks consultation)</b>	To gain views on the evidence base, sustainability issues identified and SA objectives to ensure the likely significant effects of the plan are identified.	May - June 2026	<ul style="list-style-type: none"> <li>• CJC</li> <li>• General &amp; Specific Consultation Bodies</li> <li>• Consultants (where necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>

			<ul style="list-style-type: none"> <li>• Other key stakeholders</li> </ul>		
<b>Call for Candidate Strategic Locations and Sites Consultation (8 weeks)</b>	This stage enables all parties to submit potential sites and wider strategic locations (areas of search) for inclusion in the plan. It will assist the CJC to identify potential development sites and inform the SDP Spatial Strategy in consultation with the Specific Consultation Bodies.	Between June – July 2026	<ul style="list-style-type: none"> <li>• CJC</li> <li>• Specific Consultation Bodies</li> <li>• Other key stakeholders</li> <li>• Development industry</li> <li>• Landowners</li> </ul>	<ul style="list-style-type: none"> <li>• Notification by email</li> <li>• Website</li> </ul>	NA
<b>Prepare &amp; Publish Candidate Strategic Locations and Sites Register</b>		August – October 2026	<ul style="list-style-type: none"> <li>• CJC</li> </ul>	<ul style="list-style-type: none"> <li>• Notification by email</li> <li>• Updates provided on website</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>Identification of key issues, drivers of change and a vision for the region.</b>	To identify the key issues and drivers of change that will enable a comprehensive and shared vision for the region to be developed, that looks ahead to the longer-term and concludes what the region should look like in response to the issues it is seeking to address,	April – September 2026	<ul style="list-style-type: none"> <li>• CJC</li> <li>• Specific Consultation Bodies</li> <li>• Consultants (where necessary)</li> <li>• Other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
<b>Identification &amp; assessment of options (growth levels and spatial distribution) with SA/SEA input</b>	Identify and test growth and spatial strategy options.	April – September 2026	<ul style="list-style-type: none"> <li>• CJC</li> <li>• Specific Consultation Bodies</li> <li>• Consultants (where necessary)</li> <li>• Other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>

<b>Undertake initial filter of Strategic Locations and Sites</b>	To determine which sites fit with the spatial strategy.	September – November 2026	<ul style="list-style-type: none"> <li>• CJC</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	NA
<b>Undertake detailed assessment of Strategic Locations and Sites</b>	To determine which sites fit with the spatial strategy.	December 2026 – December 2028	<ul style="list-style-type: none"> <li>• CJC</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	NA

### Stage 3: Preferred Strategy Preparation and Public Consultation

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
Preparation of Preferred Strategy, SA/SEA/HRA and wider evidence base	The Preferred Strategy is the first statutory consultation stage in the SDP preparation process and will be subject to a public consultation for a minimum of 6 weeks. It sets out the broad approach to the scale and location of growth and ensures development is planned for in a sustainable manner.	April 2026 – June 2028	<ul style="list-style-type: none"> <li>• CJC</li> <li>• Specific &amp; General Consultation Bodies</li> <li>• Consultants (where necessary)</li> <li>• Other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Planning Sub-Committee (SPSC) working group.</li> <li>• Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
Consultation on Preferred Strategy & Initial ISA Report (6 weeks consultation)  (SDP Regulations 17, 18 & 19)	To seek the views of all stakeholders on the content of the Pre-Deposit Proposals & ISA.	June – July 2028	<ul style="list-style-type: none"> <li>• CJC</li> <li>• Specific &amp; General Consultation Bodies</li> <li>• Consultants (where necessary)</li> <li>• Other key stakeholders</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• Preferred Strategy and ISA Report published on website</li> <li>• Virtual consultation events</li> <li>• Engagement sessions</li> <li>• Focused stakeholder meetings</li> <li>• Notification via email or letter to Specific &amp; General Consultation Bodies and stakeholders registered on the SDP consultation database.</li> </ul>	<b>Formal Political Reporting:</b> formal report to the CJC seeking approval to publish the Prepare Pre-Deposit Proposals & ISA (Preferred Strategy).

Analyse representations and prepare Initial Consultation Report  (SDP Regulation 20(a))	To summarise the representations made at Preferred Strategy and how the CJC has taken them into account.	September - Dec 28	<ul style="list-style-type: none"> <li>CJC</li> </ul>	<ul style="list-style-type: none"> <li>Publish the Pre-Deposit Proposals &amp; SA (Preferred Strategy) Consultation Report on the CJC webpage.</li> <li>Notify Specific &amp; General Consultation Bodies and other key stakeholders via email or letter.</li> </ul>	Update Strategic Planning Sub-Committee (SPSC) on the publication of the Pre-Deposit Proposals & SA (Preferred Strategy) Consultation Report.
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#### Stage 4: Deposit Plan and Public Consultation

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
Prepare Deposit Plan and Statement of Deposit Matters, update SA/SEA/HRA and finalise the supporting evidence base	To prepare the Deposit Plan that the CJC considers 'sound' and intends to submit for examination following consultation and can be adopted.	December 2028 – October 2029	<ul style="list-style-type: none"> <li>CJC</li> <li>Specific &amp; General Consultation Bodies</li> <li>Consultants (where necessary)</li> <li>Other key stakeholders</li> <li>Development industry</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Planning Sub-Committee (SPSC) working group.</li> <li>Focused dialogue with General &amp; Specific Consultation Bodies.</li> <li>Focused dialogue with the development industry</li> </ul>	<ul style="list-style-type: none"> <li>Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>
Consultation on Deposit Plan, ISA Report and HRA (6 weeks consultation)  SDP Regulations 20, 21 and 22	To seek the views of all stakeholders on the content of the Deposit Documents & ISA.	November-December 2029	<ul style="list-style-type: none"> <li>CJC</li> <li>Specific &amp; General Consultation Bodies</li> <li>Consultants (where necessary)</li> <li>Other key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Deposit Plan and ISA Report published on website</li> <li>Virtual consultation events</li> <li>Engagement sessions</li> <li>Focused stakeholder meetings</li> <li>Notification via email or letter to Specific &amp;</li> </ul>	<b>Formal Political Reporting:</b> Formal committee report to CJC seeking approval to publish the Deposit Documents and ISA for consultation.

			<ul style="list-style-type: none"> <li>General public</li> </ul>	General Consultation Bodies and other key stakeholders.	
Consider representations and prepare Consultation Report	To summarise the representations made at Deposit Plan Consultation and how the CJC has taken them into account.	February – June 2030	<ul style="list-style-type: none"> <li>CJC</li> <li>Specific &amp; General Consultation Bodies</li> <li>Consultants (where necessary)</li> <li>Other key stakeholders</li> <li>General public</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Planning Sub-Committee (SPSC) working group.</li> <li>Focused dialogue with General &amp; Specific Consultation Bodies.</li> <li>Focused dialogue with the development industry</li> </ul>	<ul style="list-style-type: none"> <li><b>Formal Political Reporting:</b> Formal committee report to CJC presenting the findings of the Deposit Plan Consultation Report.</li> <li>Hard copy of representations placed in CJC Offices and copies available on website.</li> </ul>
Finalise Deposit Plan Documents and Statements of Common Grounds on key issues	Update and finalise the evidence base, including Statements of Common Ground on key issues and sites. This will ensure there are not any gaps in the plan and its evidence base. This also provides an opportunity to ensure conformity and consistency with Future Wales and PPW.	April – November 2030	<ul style="list-style-type: none"> <li>CJC</li> <li>Specific Consultation Bodies</li> <li>Consultants (where necessary)</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Planning Sub-Committee (SPSC) working group.</li> <li>Focused dialogue with General &amp; Specific Consultation Bodies.</li> </ul>	<ul style="list-style-type: none"> <li>Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>

## Stage 5: Submission

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
Submission of SDP and associated Documents to Welsh Government and Planning and Environment Decisions Wales for Examination in Public (EIP) (Regulation 23)	Seek CJC approval to submit the Deposit Documents for Examination in Public (EIP).	December 2030	• CJC	• Formal report to CJC	<b>Formal Political Reporting:</b> formal committee report to the CJC seeking approval to submit the Deposit Plan Documents for Examination in Public.

**Indicative****Stage 6: Examination**

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
Pre-Hearing Meeting (if required)	<p>Inspector determines whether a Pre-Hearing Meeting (PHM) is necessary (e.g. if there are substantial numbers of representors and / or parties are unfamiliar with the process). If a PHM is necessary, a date is set and the CJC advertises it, giving at least 4 weeks' notice</p> <p>To advise on examination procedures and format.</p>	Unknown	<ul style="list-style-type: none"><li>• CJC</li><li>• PEDW</li><li>• Any stakeholder registered on the consultation database</li><li>• General public</li></ul>	<ul style="list-style-type: none"><li>• Notification by email to all stakeholders registered on the database.</li><li>• Notification on Website</li></ul>	<ul style="list-style-type: none"><li>• Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li></ul>
Independent Examination (Regulation 24)	The appointed Inspector will carry out an independent assessment of the overall soundness of the plan and to ensure that it satisfies the statutory requirements for its preparation. The Inspector's role is not to improve the Plan but to make recommendations to ensure it is sound. This means dealing with the matters and issues which go to the heart of the Plan and not getting involved with the details of individual policies and allocations unless this is necessary to conclude on the Plan's soundness. Provided they do not fall foul of the soundness tests, Inspectors will not concern themselves with minor drafting or typographical errors.	May -June 2031	For those who made Deposit Representations arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination).	<ul style="list-style-type: none"><li>• Hearing Sessions</li><li>• Written submission</li></ul>	All information will be made available on the examination website and library.

## Stage 7: Inspector's Report

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
Publication of final Inspector's Report (Regulation 25)	The Inspector will publish a report outlining the examination's findings, together with any changes to the Deposit Plan and reasons for those recommendations. The Inspector's decisions will be binding upon the Council.	October - November 2031	<ul style="list-style-type: none"> <li>PEDW</li> <li>CJC</li> <li>WG</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Planning Sub-Committee (SPSC) working group.</li> <li>CJC</li> <li>SDP consultation database</li> </ul>	<ul style="list-style-type: none"> <li>Updates provided to the Strategic Planning Sub-Committee (SPSC) working group.</li> </ul>

## Stage 8: Adoption

Stage in the SDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Reporting, Dissemination and Notification
Adoption of the SDP within 8 weeks of the receipt of the Inspector's Report by CJC resolution. (Regulation 35)	The Council is required to adopt the final Replacement LDP incorporating the Inspector's recommendations within 8 weeks of receiving it unless the Welsh Government intervenes.	December 2031	<ul style="list-style-type: none"> <li>CJC</li> </ul>	<ul style="list-style-type: none"> <li>Formal report to CJC</li> </ul>	<p><b>Formal Political Reporting:</b> formal committee report to the CJC seeking adoption of the SDP.</p>