

REPORT OF THE HEAD OF PARK DIRECTION

SUBJECT: REVIEW OF PEMBROKESHIRE COAST NATIONAL PARK MANAGEMENT PLAN

Purpose of Report

To agree the timetable for preparing the review of the Management Plan and to agree the way in which it will be prepared.

Background

The Pembrokeshire Coast National Park Authority produced and approved a Delivery Agreement (timetable and method of preparation) for its current Management Plan (2009-2013) and the adopted Local Development Plan (September 2010) in early 2007.

The preparation of the 2009 Management Plan alongside Local Development Plan preparation involved extensive consultation on:

- The original delivery agreement itself
- Establishing the vision and examining issues and options for the National Park and accompanying policy response.
- Setting a framework for the Local Development Plan (ends 2021)

Previous Plan preparation began in June 2006 and ended in 2009.

This draft Delivery Agreement is for the replacement Management Plan only (2014 to 2018) as the Local Development Plan's end date is 2021.¹

Proposed Approach

Given the fundamental building blocks already in place² this Delivery Agreement (Appendix A) focuses on the timetable and method:

- for updating Management Plan policies³
- for the Authority agreeing and co-ordinating actions flowing from the Management Plan - preparing an Action Plan

¹ The first formal review requirement for the Local Development Plan is at the end of the financial year 2014/15.

² ..it has been argued that National Park Management Plans should be objective-led. These objectives set the justification for the policies and actions identified in the Management Plan. This organising structure means that a review, and the responses to monitoring and any unexpected changes, can be systematic and transparent. Thus necessary changes in objectives can be made and its impact then traced down through the policies and Action Plan without the need to reassess the policy set as a whole. (paragraph 5.11, National Park Management Plans Guidance Welsh Assembly Government & Countryside Council for Wales)

³ This process will reflect government priorities which relate to National Park purposes, and other relevant policy and advice (for example the forthcoming Welsh Government Protected Landscapes Policy statement, and any revision of the guidance on preparing National Park Management Plans).
Pembrokeshire Coast National Park
National Park Authority Meeting – 26th September, 2012

This draft agreement contains a timetable of key stages for Plan review (Chapter 2) and the methods by which the community will be engaged (Chapter 3). The Delivery Agreement also details how and when the National Park Authority will carry out the Sustainability Appraisal for the Plan review. As it is in the main an update to the policies of the current plan then an addendum to the Sustainability Appraisal is considered sufficient.

Following National Park Authority approval of the Delivery Agreement it will provide the formal framework for reviewing the Plan.

It is proposed to finalise the replacement Management Plan by March 2014.⁴

The key stages are:

Stage	Complete By
Delivery Agreement	Sept 28 th National Park Authority 2012
Consultation complete on Draft Management Plan Revision Action Plan Sustainability Appraisal + Addendum	December 2013
Final Management Plan	March 2014

It is proposed that the Core Group approach used for the previous Plan preparation be re-instated. The National Park Authority previously established a **Core Member/Officer Working Group** which consisted of the Chairs and Vice Chairs of the main Committees (the National Park Authority, Performance Review Committees and Development Management) for the preparation of the original Management Plan. Senior Management Team also attended. It is proposed that this be widened to invite Leadership Team. The group will be serviced primarily by the Direction Team staff. This group will also be open to any other Officers or Members of the Authority or external stakeholder as the need arises. Monthly meetings are proposed between February 2013 and May 2013.

The group will meet to consider and advise the National Park Authority on the appropriateness of approach being taken to review the Management Plan and associated Sustainability Appraisal. The group will also consider all consultation responses.

The National Park Authority will be responsible for making all the key decisions at each stage in the Plan preparation process.

Wider Officer Support: Support from other Officers within the Authority will also be required. This support will include assistance with policy drafting, helping with

⁴ This assumes no change in approach is necessary as a result of changes in Welsh Government legislation, policy and guidance. Welsh Government and the former Countryside Council for Wales are being consulted on the Delivery Agreement.

assessing the Plans sustainability credentials, presentation, printing and public engagement. Some will form part of the Policy & Action Plan Groups.

Policy & Action Plan Groups: These are panels of people (internal/external) who can act as an expert sounding board for policy review and Action Plan preparation. Lead specialist Officers from with the National Park will identify representatives drawn from the public, private and voluntary sectors that will provide expert technical input and commitment to achieving the resultant policies and actions.

Assessment of the likely effect of plan policies is likely to be largely by expert judgement. This will be the role of the Authority's Research and Monitoring Officer.

Proposals for monitoring progress for both the Plan and the Delivery Agreement are also set out.

Recommendation:

That the draft Delivery Agreement for the Pembrokeshire Coast National Park Management Plan be agreed – Appendix A.

Background Documents

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Consultees: Michel Regelous, Phil Barlow, Leadership Group

Background Documents

National Park Management Plan 2009-2013

English

<http://www.pembrokeshirecoast.org.uk/Files/files/Conservation/Conservation%20publications/National%20Park%20Management%20Plan%202009-2013-eng.pdf>

Welsh

<http://www.pembrokeshirecoast.org.uk/Files/files/Conservation/Conservation%20publications/Cynllun%20Rheolir%20Parc%20Cenedlaethol%202009-2013-cym.pdf>

National Park Management Plans Guidance by the Welsh Assembly Government & the Countryside Council for Wales, 2007

English

<http://www.pembrokeshirecoast.org.uk/files/files/Conservation/Conservation%20publications/National%20parks%20final%20English.PDF>

Welsh

<http://www.pembrokeshirecoast.org.uk/Files/files/Conservation/Conservation%20publications/National%20parks%20final%20Welsh.PDF>

Appendix A

Pembrokeshire Coast National Park

Management Plan (2014-2018)

Draft Delivery Agreement

**PEMBROKESHIRE COAST NATIONAL PARK
AUTHORITY**

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Executive Summary

The Pembrokeshire Coast National Park Authority produced and approved a Delivery Agreement for its current Management Plan (2009-2013) and the adopted Local Development Plan (September 2010) in early 2007.

The preparation of the 2009 Management Plan alongside Local Development Plan preparation involved extensive consultation on:

- The original delivery agreement itself (timetable and method of preparation)¹
- Establishing the vision and examining issues and options for the National Park and accompanying policy response.
- Setting a framework for the Local Development Plan (ends 2021)

This draft Delivery Agreement is for the replacement Management Plan only (2014 to 2018) as the Local Development Plan's end date is 2021.²

There are some new terms used in the document. These are explained in the Glossary of Terms.

Given the fundamental building blocks already in place³ this Delivery Agreement focuses on the timetable and method:

- for updating Management Plan policies
- for the Authority agreeing and co-ordinating actions flowing from the Management Plan

This draft agreement contains a timetable of key stages for Plan review (Chapter 2) and the methods by which the community will be engaged (Chapter 3). The Delivery Agreement also details how and when the National Park Authority will carry out Sustainability Appraisal/Strategic Environmental Appraisal Screening for the Plan review and prepare a Sustainability Appraisal Report if required

Following National Park Authority approval of the Delivery Agreement it will provide the formal framework for reviewing the Plan.

The Authority is also aiming to finalise the replacement Management Plan by March 2014.

¹<http://www.pembrokeshirecoast.org.uk/files/files/Dev%20Plans/ApprovedDeliveryAgreement.pdf>

² The first formal review requirement for the Local Development Plan is at the end of the financial year 2014/15

³ ..it has been argued that National Park Management Plans should be objective-led. These objectives set the justification for the policies and actions identified in the Management Plan. This organising structure means that a review, and the responses to monitoring and any unexpected changes, can be systematic and transparent. Thus necessary changes in objectives can be made and its impact then traced down through the policies and Action Plan without the need to reassess the policy set as a whole (paragraph 5.11, National Park Management Plans Guidance Welsh Assembly Government & Countryside Council for Wales)

The key stages are:

Stage	Complete By
Consultation on the requirement for Sustainability Appraisal Incorporating Strategic Environmental Assessment	
Delivery Agreement	Sept 28 th National Park Authority 2012
Consultation complete on Draft Management Plan Revision Action Plan Sustainability Appraisal + Addendum (if required)	December 2013
Final Management Plan	March 2014

The primary aim of engaging stakeholders in the review of the Plan is to gain support and commitment for its revised policies and associated Action Plan. The Community Involvement Scheme (starts at page 10) sets out the principles methods of engagement and proposals for feedback.

Proposals for monitoring progress for both the Plan and the Delivery Agreement are also set out (starts at page 1313).

1. Introduction

What is the purpose of a Delivery Agreement?

This document, the Delivery Agreement, sets out the way in which we propose to review the National Park Management Plan.

It provides details of the various stages involved in the process, the time each part of the process is likely to take and how and when different groups, organisations and individuals can participate.

This Plan will also be evaluated to see how sustainable it is and how it is likely to impact on the environment. This information will be set out in the Sustainability Appraisal for the Plan. The Sustainability Appraisal will also meet the requirements to carry out a Strategic Environmental Assessment. Opportunities to comment on these processes and documents will also be provided.

The Delivery Agreement is split into two parts:

- The **Timetable** for producing the Management Plan and associated Sustainability Appraisals.
- The **Community Involvement Scheme** which outlines the National Park Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders and how it will respond to representations.

What is this Plan and Appraisal all about?

Management Plan

The Management Plan is the single most important policy document for the National Park. It provides an overall direction for all those who have an influence over the future of the National Park. Reviewing this Plan will be central to cementing partnerships which help deliver the Plan.

No major decision should be taken affecting the future of the Park without reference to the Management Plan. It is of national importance. Its objectives and policies are reflected in regional and local policy as delivered in National Parks.

The current Management Plan for the Pembrokeshire Coast National Park was approved in 2009. This will be reviewed under this Delivery Agreement.

You will find in the current Management Plan:

- A description of the special qualities that make the National Park unique
- A description of the interactions between the people, the economy and the environment
- An assessment of the state of the Park's natural, cultural and socio-economic resources
- An assessment of opportunities for enjoying and understanding the special qualities

- A vision of what the National Park might be like in 20-30 years
- Objectives for the National Park Authority and its partners to achieve
- An assessment of the issues facing the National Park's natural, cultural, human - and therefore economic - resources
- Prescriptions and project areas to address each issue

Strategic Environmental Assessment, Sustainability Appraisal and Habitats Regulations Assessment

The current Management Plan was subject to an assessment of its sustainable development and environmental effects:

- Sustainability Appraisal assesses the environmental, social and economic implications of the emerging plans' strategies and policies.⁴
- Strategic Environmental Assessment (SEA) requires a rigorous assessment of the environmental, and to a lesser extent social, effects of the plans. This is intended to ensure environmental considerations are taken into account in the production of the plans.⁵
- Any plan or programme likely to have a significant impact on a Natura 2000 site (Special Area of Conservation (SAC) or Special Protection Area (SPA)) which is not directly concerned with the management of the site for nature conservation must be subject to a Habitats Regulations Assessment⁶. This assessment should identify the likely effects on the Natura 2000 site, determine whether these effects are justifiable in a wider context, and identify any mitigation measures that must be taken.

These assessments were contained in the 'Sustainability Appraisal'. The Habitats Regulations Assessments was reported in its own chapter in the Sustainability Appraisal.

A screening process for the requirement for Strategic Environmental Assessment will be carried out in accordance with SEA Directive⁵ and government guidance⁷. If modifications to Management Plan policies are found to generate additional significant environmental effects as determined by the criteria set out in Annex II of the Directive⁵, an addendum to the Sustainability Report for the original Management Plan will be prepared to take account of these revisions.

What does this National Park Authority want to achieve?

National Park Authorities have two statutory purposes, set out in the Environment Act 1995:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park

⁴ Planning and Compulsory Purchase Act, 2004

⁵ As required by Statutory Instrument 2004 No.1656 (W.170), The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (<http://www.opsi.gov.uk/legislation/wales/wsi2004/20041656e.htm>); and Planning and Compulsory Purchase Act 2004, Section 62(6) and European Directive EU2001/42/EC (<http://www.opsi.gov.uk/acts/acts2004/40005--g.htm#62>)

⁶ As required by European Union Directive 92/43/EC (the Habitats Directive)

⁷ A Practical Guide to the SEA Directive, ODPM, 2005

- to promote opportunities for public enjoyment and understanding of the special qualities of the National Park

and a statutory duty:

- in performing these purposes to seek to foster the economic and social wellbeing of communities living within the National Park.

The central role of this National Park Authority is to take the action needed to put into practice the purposes of National Parks. The Authority's desired Corporate Plan outcomes (August 2012) are that:

- 1 - The National Park is conserved for current and future generations
- 2 - Residents and visitors enjoy and appreciate the National Park
- 3 - Residents and visitors use opportunities provided to adopt more sustainable lifestyles
- 4 - Opportunities are provided for local people to live within the National Park
- 5 - A thriving local economy exists based on the sustainable use of the National Park.
- 6 - Residents and Visitors from a wide range of backgrounds access opportunities for improved understanding about the National Park.
- 7 - Residents and visitors recognise the distinct Pembrokeshire cultures within the National Park
- 8 - The Authority is recognised as meeting good practice standards in terms of governance, providing value for money and listening to the views of residents, visitors and partners

How do they fit in with other Plans being prepared for the area?

The Management Plan is intended as an umbrella document for the National Park area and purposes. It is not just for the National Park Authority. So, as with the Local Development Plan, many other plans and processes are of relevance to it. Similarly, the National Park Management Plan are highly relevant to other plans. The essential relationship between all these plans must be one of complementarity, and of added value.

Section 62 (ii) of the Environment Act 1995 requires some organisations (including public bodies and some statutory undertakers) to 'have regard to' National Park purposes in transacting their own business. We will seek to ensure that the Management Plan is a key, shared, vehicle in which we and our partners articulate our commitments to these outcomes.

During this revision and plan period, the environmental framework and operational context are likely to change significantly with (for example) the proposed Environment Bill (2014), revised Welsh Government Protected Landscapes Policy Statement being issued, and development of natural resource planning and the establishment of a natural resource body for Wales.

The revised management plan will need to address such changes and continue to explore opportunities to deliver Welsh Government priorities within the context of the European Landscape Convention and an outcome-based approach for national policy at a local level.

2. Timetable

Management Plan Review

The Authority has followed (2006) guidance from the Countryside Council for Wales on management plan review⁸. In order to have meaningful engagement and comply with requirements regarding Strategic Environmental Assessment etc. this will mean the draft Management Plan will be issued around September 2013.

The timetable allows the Authority:

- to achieve public and partner engagement
- to fulfil the Sustainability Appraisal requirements

Stage ⁹	Steps	Completion Target Date
The Delivery Agreement	Agree/approve – National Park Authority	Sept 2012 Delivery Agreement
Draft Management Plan policies Action Plan Sustainability Appraisal Addendum	Agree policies, action plan and appraisal addendum.	Policy & Action Plan Groups commence July 2012 – end date see deadline for relevant Core Group Meeting below
	Monthly meetings for discussion and approval of draft policies and draft Action Plan <ul style="list-style-type: none"> - February 2013 Archaeology, Historic Environment, Landscape & Tranquillity, Measuring Progress - March 2013 Biodiversity, Geodiversity, Air Quality, Water Resources, - April 2013 Climate Change and Energy, Enjoying the Park, Understanding the Park - May 2013 Parks for People/Quality of Life (primarily Ecosystems update) 	Core Group Meetings February 2013 to May 2013
Draft Management Plan & Sustainability Appraisal	National Park Authority approval <ul style="list-style-type: none"> - Agree policy updates for the Plan - Agree and co-ordinate actions from the Plan - Appraise the updated policies of the Management Plan - Publish Draft Action Plan and the Sustainability Appraisal + Addendum with the Draft Revision of the Management Plan 	National Park Authority June 2013
Consultation	Formal consultation	Draft Management

⁸ This is likely to be updated to reflect (for example) the results-based accountability approach, natural resource planning and the current policy agenda.

⁹ Public consultation period in brackets

Stage ⁹	Steps	Completion Target Date
Draft Management Plan & Sustainability Appraisal		Plan Draft Sustainability Appraisal December 2013 ¹⁰
Finalise Management Plan and Sustainability Appraisal	Agree response – liaise with Policy & Action Plan Groups in preparation.	Core Group February 2014 National Park Authority March 2014 Final Management Plan Final Sustainability Appraisal
Sustainability Statement - Management Plan	When the Management Plan is adopted publish a statement of how sustainability issues have been taken into account.	April 2014 Sustainability Statement
Monitoring and Review	Management Plan: Coordinating and sharing Plan monitoring. Sustainability Appraisal: Monitor the significant environmental effects of the Plan's implementation and review Plan as necessary.	October 2015 Annual Monitoring Report
	Action Plan – Monitoring of outcomes	National Park Authority Review Committees

What resources is the National Park Authority committing to this?

Responsibility for reviewing the Management Plan will lie with the Direction team.

National Park Authority Members and Leadership Team

The National Park Authority previously established a **Core Member/Officer Working Group** which consists of the Chairs and Vice Chairs of the main Committees (the National Park Authority, Performance Review Committees and Development Management) for the preparation of the original Management Plan. Senior Management Team also attended. It is proposed to reinstate that group but to widen it to include the full Leadership Team. The group will be serviced by the Direction Team staff. This group will also be open to any other Officers or Members of the Authority or external stakeholder as the need arises.

The group will meet to consider and advise the National Park Authority on the appropriateness of approach being taken to review the Management Plan and associated Sustainability Appraisal. The group will also consider all consultation responses.

The National Park Authority will be responsible for making all the key decisions at each stage in the Plan preparation process.

¹⁰ 3 month consultation ends

Wider Officer Support

Support from other Officers within the Authority will also be required. This support will include assistance with policy drafting, helping with assessing the Plans sustainability credentials, presentation, printing and public engagement. Some will form part of the Policy & Action Plan Groups (see below).

Assessment of the likely effect of plan policies is likely to be largely by expert judgement. This will be the role of the Authority's Research and Monitoring Officer.

3. Community Involvement Scheme

Who can get involved and how?

We will be using more targeted engagement methods in this Management Plan review as it is focused on a review of policy and preparation of an associated Action Plan with key stakeholders rather than a full review of the Plan as a whole.

The General Public

This can be any member of the public in Pembrokeshire and beyond. Individuals, businesses, organisations and groups can become involved by commenting when the Draft Plan is published for consultation.

There will be publicity on the National Park Authority's website when the Draft Plan is published for consultation and in local newspapers. An official Public Notice will be placed in the Western Telegraph.

Direct Mailing Group

Any individual, organisation, or group can be added to the National Park Authority's Direct Mailing List so that they can be automatically kept informed at all subsequent stages of the process.

To be kept directly informed of progress and opportunities to comment the public can email devplans@pembrokeshirecoast.org.uk giving contact details or telephone 0845 3457275 and ask to be put through to Park Direction. Our contact with you will be by direct mailing (or emailing, if you prefer) of details on consultations taking place or newsletters on progress made to date. The Section will register for those with an interest in the Management Plan.

All those who submit representations during the statutory consultation periods will be added to the Direct Mailing List.

Hard to Reach Groups

These are the groups that traditionally have not taken part to any great extent in preparing Plans and extra efforts will be required to encourage these people or groups to be involved. This will be achieved by using already established forums, wherever possible, and would include, for example, different racial, ethnic or religious groups, disabled persons, young people, the elderly and farmers.

It is recognised that some who are hard to reach may not have any associations with existing forums. We will continue to look for opportunities to reach as many facets of

our community as possible subject to the amount of time and resources that can be reasonably dedicated to this.

Specialist lead officers for the individual subject areas will ensure hard to reach groups are informed or represented on the Policy & Action Plan Groupings.

'Specific Consultation Bodies' and 'UK Government Departments'
General Consultation Bodies and Other Consultees

These consultees will be provided with an opportunity to comment on the draft Plan. Some of these groups will also be important members of other stakeholder groups.

Community and Town Councils are included in this group. The Countryside Council for Wales and any successor organisation are statutory consultees.

Policy & Action Plan Groups

These are panels of people (internal/external) who can act as an expert sounding board for policy review and Action Plan preparation. Lead specialist Officers from with the National Park will identify representatives drawn from the public, private and voluntary sectors that will provide expert technical input and commitment to achieving the resultant policies and actions.

Stakeholders details are also entered on the direct mailing list.

What feedback should you expect?

At the conclusion of the draft Plan consultation feedback will be provided on representations made by:

- Acknowledgement letter or e-mail providing contact details and details on how the Authority will deal with the representation. Advice on how late representations will be treated is set out in the next section.
- Written feedback on responses to representations to each respondent and an outline of what the next steps will be either by email or direct mailings.
- Petitions received will be acknowledged in the same way to the presenter of the petition.

If these opportunities for feedback are more than six months apart then a newsletter will be sent to all those on our direct mailing list to update on progress.

The Authority's website: www.pembrokeshirecoast.org.uk will also provide updates.

Key Community Involvement Stages and Actions

Stage	Purpose	External Involvement	Consultation/Notification Mechanism
Management Plan Review	To assess progress, update policy and prepare an action plan	Policy & Action Plan Groups	Meetings Email correspondence Workshops as appropriate
Management Plan Consultation	To receive comment on a proposed revision of the	The general public	Press release Press notices Website NPA Reception Libraries

Stage	Purpose	External Involvement	Consultation/Notification Mechanism
	Management Plan and the Sustainability Appraisal + addendum.		
		Statutory Consultees	Letter and a copy of the documents
		All Other Consultees	By letter
		Hard to Reach Groups	By letter via PAVS and/or established representative fora
Publish Management Plan & Sustainability Statement	To advise the Plan and Sustainability Statement is available.	General Public	Press release Press notices Website NPA Reception Libraries
		Statutory Consultees External Sustainability Appraisal Group	Letter and a copy of the documents
		All Other Consultees	By letter.
		Hard to Reach Groups	By letter via Pembrokeshire Association for Voluntary Services and/or established representative fora
Monitoring/Review Annual Monitoring Report	To see if the Plan are achieving their targets and to take appropriate action. Determine whether an early NPMP review is necessary. A new timetable will need to be agreed.	The general public Statutory Consultees All other Consultees	Letter
Reports to Review Committees	To monitor progress on the Action Plan	Policy and Action Plan Groups	Meetings Email correspondence Workshops as appropriate

4. Monitoring and Review

Delivery Agreement

The Delivery Agreement will be reviewed if:

- The Plan preparation process falls behind schedule (i.e. over 3 months)
- If significant changes are required to the Community Involvement Scheme
- If significant changes occur in the resources available to carry out Plan preparation

Achieving the objectives of the Delivery Agreement will be assessed through each stage of the Plan's preparation.

Management Plan Review

Annual monitoring reports for the Local Development Plan will be submitted by the 31st of October each year to the Welsh Assembly Government covering performance for the previous financial year (ends in March). The reports will be made available on the Authority's website and any critical issues that arise will feed into a review of the Plan.

Monitoring of the Management Plan in particular is seen as a shared task with those organisations that have the greatest interest in the targets set in the Plan's Action Plan. Guidance advises that a review can be partial in nature. A mandatory review is required every five years.

5. Useful Contacts

National Park Authority

For further information you can contact:

Michel Regelous (**Management Plan**)

Philip Barlow (Sustainability Appraisal)

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Appendix 1 'Glossary of Terms'

Annual Monitoring Report (AMR)	A report that assesses the extent to which policies in a local development plan are being successfully implemented.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	Sets out the project plan and policies of a local planning authority for involving local communities, including businesses, in the preparation of a local development plan. The Community Involvement Scheme is submitted to the Welsh Assembly Government as part of the Delivery Agreement for agreement.
Consensus Building	A process of early dialogue with targeted interest groups to understand relevant viewpoints and agree on a course of action.
Consultation	A formal process in which comments are invited on a particular topic or set of topics, or a draft document usually within a defined period.
Delivery Agreement (DA)	A document comprising an Authority's timetable for the preparation of the Management Plan together with its Community Involvement Scheme submitted to the Assembly Government for agreement.
Engagement	A proactive process which encourages substantive deliberation in any given group of people/ section of the community.
Evidence	Base Interpretation of the present state of an area (i.e. baseline) or other information/ data to provide the basis for planning
Indicator	policy and against which to measure change. A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Involvement	Generic term to include both participation and consultation techniques.
Libraries	Cardigan Crymych Fishguard Goodwick Hakin Haverfordwest Milford Haven Narberth Newport Neyland Pembroke Pembroke Dock St Clears St Davids Saundersfoot Tenby
Local Development Plan (LDP)	The required statutory development plan for each local planning authority area in Wales. A local development plan is a land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and where necessary policies and proposals for key areas of change and protection. It is subject to independent examination. Policies and allocations must be shown geographically on the Proposals Map forming part of the plan.
Management Plan	In National Park areas the National Park Management Plan is the strategic over-arching document, co-ordinating and integrating other plans, strategies and actions where these affect the Park purposes and duties and should inform the Local Development Plan.
Participation	A process whereby stakeholders and the community can

Public Notice	interface with plan makers. Official notice to be found in the public notice section of the local newspaper. The National Park Authority places public notices in the Western Telegraph.
Press Releases	Sent to all Welsh media, including newspapers, radio and television news stations. Media may choose not to print or broadcast the news item.
Significant Effect	Effects which are significant in the context of a plan. Strategic Environmental Assessment Directive identifies criteria for determining the likely environmental significance of effects.
Stakeholders	People whose interests are directly affected by a local development plan (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Environmental Assessment (SEA)	Generic term used to describe environmental assessment as applied to policies, plans and programmes. The Strategic Environmental Assessment Regulations require a formal “environmental assessment of certain plans and programmes, including those in the field of planning and land use”.
Supplementary Planning Guidance (SPG)	Supplementary information in respect of the policies in a development plan. Supplementary planning guidance does not form part of the development plan and is not subject to independent examination but must be consistent with it and with national planning policy.
Sustainability Appraisal (SA)	Tool for appraising policies, including local development plans, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Sustainability Appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a local development plan. It is an integral part of the development plan making process.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn ‘output’.