

Title of Report:	Local Development Plan Project Management Team Annual Monitoring Report (2025/26)
Committee Report Submitted To:	PLANNING COMMITTEE
Date of Meeting:	23rd September 2026
For Decision or For Information	For Information
To be discussed In Committee	NO

Linkage to Council Plan (2026-2031)	
Strategic Priority No.4	Sustainability and Managing Our Natural and Built Environment
Outcome	A Local Development Plan that balances growth, environmental protection, and community needs.
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. Not applicable in this case.		
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 (PMT) Annual Monitoring Report (AMR) for the 2025/26 reporting period.

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 dPS 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 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 Paper (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 provides comment on our LDP draft policy approach covering a range of topic areas.
- 2.8 The AMR is set out at Appendix 2 (attached).

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'.

- 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 settle down it has been a much steeper learning curve than was originally anticipated, for all of the 11 councils (both officers and elected members) as well as the key consultees and stakeholders, and the Department for Infrastructure (DfI) in its oversight role.
- 2.10 DfI has, during the LDP process to date, issued a suite of guidance documents (including revisions) which the Council has taken account of during its LDP preparation. The Climate Change Act (NI) 2022, Programme for Government (PFG), and the Strategic Planning Policy Statement (SPPS) Revision 2, are now a consideration, as will any further legislation, regional policy and/or guidance updates (including the Marine Plan for Northern Ireland) as we continue through this process.

3.0 Recommendation

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

Appendices:

Appendix 1: LDP Project Management Team Terms of Reference.

Appendix 2: LDP Project Management Team: Annual Monitoring Report (01/04/2025 – 31/03/2026)



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: Denise Dickson (Chair)

Signed: [Redacted] 02/08/2017

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

Signed: [Redacted] 2/8/17.

APPENDIX 2:

**Local Development Plan (LDP) Project Management Team (PMT):
Annual Monitoring Report (01/04/2025 – 31/03/2026)**

1.0 LDP Project Management Team

- 1.1 The Project Management Team was established, comprising senior council officers, plan manager and key government departments, to facilitate key consultee co-operation in the plan-making process.

2.0 LDP Preparation

- 2.1 Members will be aware that, following a request for further information on the necessity for a timetable revision, DfI agreed to Revision 4 on the basis of a requirement for a housing study to inform key elements of the Plan. The Council published the revised timetable in January 2025, setting out an indicative dPS publication date of autumn/winter 2026.
- 2.2 Revision 4 included the procurement of consultants to carry out the housing study. However, a protracted procurement process, resulting from a nil-return to the initial advertisement, a longer than expected project timeline (arising from additional meetings and presentations) and lack of agreement, to date, on key issues affecting the Borough (mainly relating to housing allocation, housing distribution and sustainable development in the countryside policies) has impacted on the ability to meet the indicative dates set out in the Revised LDP timetable i.e. autumn/winter 2026.
- 2.3 Given the above ongoing matters there was no need to consult with the PMT during this reporting period.
- 2.4 The LDP Timetable will be discussed at the upcoming Steering Group (Planning Committee) meeting on 15th September. Any further revision to the published timetable will be presented to members, prior to informing the Planning Appeals Commission (PAC) and seeking formal agreement with DfI.
- 2.5 In the meantime, and given the intervening period since the PMT was last consulted on draft policies (2020-2022), officials are in the process of contacting government departments and other key consultees seeking updated contact details.
- 2.6 Officials are also continuing to update the robust evidence base required to inform the LDP preparation and, where necessary, consult with the PMT, prior to discussion at future LDP workshops.