

Title of Report:	Local Development Plan: Steering Group Annual Monitoring Report (2024/25)
Committee Report Submitted To:	PLANNING COMMITTEE
Date of Meeting:	24th September 2025
For Decision or For Information	For Information
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) Steering Group Annual Monitoring Report (AMR) for the 2024/25 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 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 LDP Steering Group was established, comprising the Planning Committee and the Head of Planning (see TOR at Appendix 1), to:
- Ensure overview and strategic input in the Plan process, on behalf of the whole community, as well as from planning officials and the wider council.
 - Deliver the LDP in accordance with the published Timetable whilst meeting statutory requirements and various tests of 'soundness'.
 - Ensure the engagement of Elected Members in the LDP process.
 - Agree policy options to be taken forward for assessment under the Sustainability Appraisal/Strategic Environmental Assessment.
- 2.6 At Preferred Options (POP) stage the LDP Steering Group was consulted on key planning issues arising within the Borough and agreement on the POP publication document.
- 2.7 At draft Plan Strategy stage the group will agree draft policies to be appraised through the SA process, and the dPS publication document prior to formal presentation for ratification at Full Council.

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'.

- 2.8 The AMR is set out at Appendix 2 (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 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. However, the Climate Change Act (NI) 2022 and Programme for Government (PFG) are also now a consideration, as will any further regional policy and guidance updates (including the Marine Plan for NI) as we continue through this process.

3.0 Recommendation

- 3.1 **IT IS RECOMMENDED** that the Planning Committee note the attached LDP Steering Group Annual Monitoring Report.

Appendices:

Appendix 1: LDP Steering Group Terms of Reference

Appendix 2: LDP Steering Group: Annual Monitoring Report (01/04/2024 – 31/03/2025)

Appendix1: LDP Steering Group Terms of Reference



Local Development Plan Steering Group

Terms of Reference

NAME

The name of Steering Group will be the 'Causeway Coast and Glens Borough Council Local Development Plan (LDP) Steering Group'.

PURPOSE

The purpose of the Steering Group is to oversee and co-ordinate the delivery of the Local Development Plan (LDP).

OBJECTIVES

- To ensure overview and strategic input in the Plan process, on behalf of the whole community, as well as from planning officials and the wider council.
- To deliver the LDP in accordance with the published Timetable whilst meeting statutory requirements and various tests of 'soundness'.
- To ensure the engagement of Elected Members in the LDP process.
- To agree policy options to be taken forward for assessment under the Sustainability Appraisal/Strategic Environmental Assessment.

MEMBERSHIP OF THE STEERING GROUP

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

- The Planning Committee; and
- Head of Planning.

Heads of Service within the relevant sections of Council will be invited to participate in the Steering Group 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 Steering Group 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 Steering Group 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 Steering Group shall take minutes of all meetings. These may be open to public scrutiny, subject to the Environmental Information (EIR) Regulations 2004.

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

REPORTING STRUCTURES

The Group will supply an annual monitoring report to inform Council on 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 agreed LDP Timetable.

SIGNATURES

1. Chairperson in group: DENISE DICKSON 5/10/17

Signed: _____

2. Name and Position in group: ALD KING - VICE CHAIR.

Signed: _____ 5/10/17

APPENDIX 2:

Local Development Plan (LDP) Steering Group: Annual Monitoring Report (01/04/2024 – 31/03/2025)

1.0 LDP Steering Group

- 1.1 The LDP Steering Group (Planning Committee) ensures overview and strategic input into the LDP preparation, on behalf of the whole community. It also ensures Member input into the process as well as LDP delivery in line with the published timetable.

2.0 Steering Group Meetings, Workshops, etc.

- 2.1 Table 1 below sets out the chronology of Steering Group events within this reporting period:

Table 1: Steering Group Events

Date	Event
26 th June 2024	LDP Preparation: Update to Planning Committee LDP Team's 6-month Work Programme to Planning Committee
28 th August 2024	Paper outlining the outcome of the procurement exercise presented to Planning Committee. Members resolved that planning officials make contact with Ulster University (UU) to discuss housing research to inform the Plan preparation.
25 th September 2024	LDP Preparation: Update to Planning Committee
9 th October 2024	LDP Working Group Meeting held. Agreed to officers preparing a paper for CP&R Committee seeking agreement for a Direct Award Contract (DAC) to UU to undertake independent research to inform the LDP preparation.
23 rd October 2024	LDP Preparation: Update to Planning Committee
22 nd January 2025	LDP Preparation: Update to Planning Committee LDP Team's 6-month Work Programme to Planning Committee
26 th February 2025	Statement of Community Involvement in Planning (SCI) presented for agreement to Planning Committee. This includes a detailed breakdown of the Plan-making process.
26 th March 2025	LDP Preparation: Update to Planning Committee

3.0 LDP Preparation

- 3.1 The revised timetable, published 8th January 2025, sets out an indicative date for publication of the dPS in autumn 2026. The LDP timetable will be

kept under review and the Planning Committee provided with regular progress updates.

- 3.2 As requested by Members at the 28th August 2024 Planning Committee, the Council has engaged Ulster University to undertake independent housing research to inform the Plan preparation
- 3.3 In addition to this officials continue to update the evidence base to inform a draft LDP policy approach to be presented for discussion at the ongoing LDP Workshops, prior to agreement with the LDP Steering Group.