

**REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE MEETING ON 16th FEBRUARY 2010**

REPORT ON: REVISED DEVELOPMENT PLAN SCHEME

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REPORT NO: SDPA02-2010

1 PURPOSE OF REPORT

- 1.1 This report sets out the revised Development Plan Scheme for the TAYplan Strategic Development Plan which includes a more detailed Participation Statement with a focus on the Main Issues Report consultation.

2 RECOMMENDATION

- 2.1 It is recommended that The Joint Committee:
- a) Approve the revised Development Plan Scheme as set out in Appendix 1; and,
 - b) Delegate to the SDPA Manager to submit the updated version of the Development Plan Scheme to the Scottish Government.

3 FINANCIAL IMPLICATIONS

- 3.1 The costs incurred from the production of the Revised Development Plan Scheme will have a minimal financial implication. Delivering the Participation Statement through the consultation will have a financial implication of approximately £12,000, excluding staff and travel costs. All costs will be met within the existing TAYplan budget.

4 REVISED DEVELOPMENT PLAN SCHEME

- 4.1 Part 2 of the Planning etc. (Scotland) Act 2006 introduced a new statutory basis for development planning in Scotland, into the Town and Country Planning (Scotland) Act 1997, including the replacement of Structure Plans and Local Plans with Strategic Development Plans (SDP's). The Development Planning Circular 1/2009 sets out the necessary requirements for Strategic Development Planning Authorities (SDPA's) Development Plan Schemes.
- 4.2 Section 20B of the Town and Country Planning (Scotland) Act 1997 requires each planning authority and strategic development planning authority to prepare a Development Plan Scheme at least annually.

- 4.3 Regulation 24 of the Development Planning Regulations 2008 requires the Development Plan Scheme to outline the proposed timetable, specifying the month the authority proposes to publish its Main Issues Report and Proposed Plan and when the plan will be submitted to Scottish Ministers. Additionally, information must be provided on the required components at each stage of the Development Plan process.
- 4.4 Within the Scheme, there must be a participation statement which outlines when, how and with whom consultation on the plans will take place and the authority's proposals for public involvement in plan preparation process. Scottish Ministers expect participation statements to contain a range of innovative techniques and activities for consulting stakeholders tailored to local circumstances and the issues being dealt with in the plan.
- 4.5 After the Scheme is adopted, the Act stipulates the requirement for copies to be published (paper and electronic), two copies sent to Scottish Ministers and copies made available for viewing in public libraries. However, there is no requirement to consult on the content of development plan schemes.
- 4.6 The opportunity is available for authorities to include information on an overview of the current components of the Strategic Development Plan or Local Development Plan and intensions around the preparation of Supplementary Planning Guidance. Additionally, where a range of different plans is involved, a location map may be helpful.

5 TAYplan REVISED DEVELOPMENT PLAN SCHEME

- 5.1 A revised Development Plan Scheme for the TAYplan SDPA is set out in Appendix 1 of this Report. The Scheme has been developed in line with the Finalised Development Planning Regulations and will supersede TAYplan SDPA's first Development Plan Scheme published in March 2009 (Committee Report 04/2009).

In brief, the revised Scheme provides information on:

- Who TAYplan are;
- Why we are producing a Strategic Development Plan;
- An overview of the Strategic Development Plan process;
- An updated timetable for preparing the Plan and associated consultations; and,
- A review of the past year.

- 5.2 In more detail, the revised Scheme provides a review of the reasons for producing a Strategic Development Plan and more specifically, the role of TAYplan SDPA. This outlines the area covered by TAYplan, background to development plans and more specifically, the aims of the Strategic Development Plan and other necessary and statutory documents. Additionally, the Scheme provides an overview of the Strategic Development Plan process to date, outlining the structure of the team, consultation events, work on the Main Issues Report, and the Housing Needs and Demand Assessment.

- 5.3 Appendix 1 highlights the timescales, within the Scheme, which must be met to ensure publication of the Strategic Development Plan and Scottish Ministers approval in April 2013. More detailed consideration of these timescales in 2011-2013 will be expanded upon in the third Development Plan Scheme and accompanying committee report (programmed for February 2011).
- 5.4 The Revised Development Plan Scheme will be distributed to libraries, elected members, community councils and neighbouring authorities. Further information will be provided on consultation and engagement within the TAYplan Communication Plan.

6.0 PARTICIPATION STATEMENT

- 6.1 The revised Development Plan Scheme sets out the proposals for effective public engagement through close consideration of the Scottish Government's Planning Advice Note 81 on 'Community Engagement' which incorporates The Scottish Government's 'National Standards for Community Engagement'. The Participation Statement is contained within Appendix 1. Consultation with key agencies, adjoining planning authorities/Strategic Development Plan Areas and community councils within the TAYplan area is statutory. Primarily, this must involve making one copy of the document available to these statutory consultees and one copy to inspect at Council offices, in all public libraries and through publication on the internet.
- 6.2 As much information as possible is provided at this stage. In addition to the revised Development Plan Scheme a Communication Plan will be provided and updated as information event dates and venues are confirmed and further specific details provided. The Communication Plan will be updated regularly, whereas the Development Plan Scheme will be updated again in March 2011. The level of public engagement will be wide ranging, but it has/will involve:
- Awareness Raising Initial Consultation August 2009
 - Formal Main Issues Report Public Consultation 12th April – 2nd July 2010
 - Proposed Plan published and formal objection phase May/June 2011
 - Submission of Proposed Plan to Scottish Ministers January 2012.
- 6.3 The TAYplan Participation Statement seeks to ensure participation of all areas of interest including the general public, business, key organisations, community groups, private and public sector groups. Interest and consultation will be encouraged by these groups at all stages of the plan preparation. Comments and suggestions received during the initial consultation in 2009 have also been considered, and where possible, built into the strategy.
- 6.4 Additionally, there must be a balance between effective consultation and available resources. A recent example of this has been through the Aberdeen City and Shire Structure Plan approach which has been considered and discussed with TAYplan officers. This involved a series of options and questions, 75 public meetings, close involvement with councillors throughout the process, copies of the plan and supporting documents and online representations. TAYplan will continue in this context for the Main Issues Report. However, it is considered that, many of the Aberdeen City and Shire meetings had low attendance figures and a much reduced number of information events is more

appropriate for the TAYplan area particularly given the strategic nature of the Strategic Development Plan and the resources which are available to resource such event. This approach together with consultation experience within the four TAYplan Authorities has helped shape the consultation.

What TAYplan Proposes to do at the Main Issues Report (MIR) Stage

- 6.5 A key purpose of the Main Issues Report is in the creation of an engagement tool which encourages the use of open and constructive dialogue to present realistic options and visions for future growth in the TAYplan area. In establishing this, further meaningful, effective and inclusive engagement must be ensured to allow for the participation of all. The Project Plan to date has planned for a 6 week period of consultation. It is now proposed to extend this to a 12 week period (the maximum period set out in Circular 1/2009 'Development Planning') commencing on Monday 12th April, closing on Friday 2nd July 2010.
- 6.6 As outlined in Appendix 1, the Participation Statement for the Main Issues Report will seek to utilise a variety of approaches and methods to engage with interested parties. It is proposed this will include advertisements, awareness raising exercises such as information events, press releases, radio, posters/leaflets, online and other publicity including:
- 13 information events (see para. 6.7 below);
 - Display stands at other organised relevant events hosted by TAYplan's key stakeholder organisations where such events are within the timescales;
 - Two briefing events in April (after school holidays) for Community Councils and Elected Members to attend in Perth and Dundee at the start of the consultation;
 - Proposing presentations to Secondary Schools and Universities;
 - Accessing the business sector via the regional Chamber of Commerce offices; and,
 - Accessing minority groups.
- 6.7 More specifically, over a period of 12 weeks, 11 information events will take place in surrounding towns to ensure effective engagement. These information events will take place in Dundee, Perth, Arbroath, St Andrews, Cupar, Blairgowrie, Forfar, Kinross, Montrose, Crieff and Pitlochry (in line with Tiers 1 and 2 of the Main Issues Report and including Pitlochry to cover the north of Perthshire). These events will take place from mid-May through to early June. Once the dates and venues are set, the Communication Plan will be updated and posted on the TAYplan website and all Community Councils and elected members informed. In addition there will be 2 information events held in TAYplan's office in May and June. One copy of all documents will be sent out to Community Councils within the first week of the consultation and all documents will be available within the Members lounges within the 4 Constituent Authorities. Individual presentations will not be possible to Community Councils and other organisations, given the resource constraints and size of the TAYplan area. The Communication Plan will continue to be updated and published.

- 6.8 Lastly, TAYplan will ensure parallel and timely consultation between the Main Issues Report and the Strategic Environmental Assessment (SEA). This will develop in accordance with the Environmental Assessment (Scotland) Act 2005.
- 6.9 Overall, in all areas of the consultation process, TAYplan will seek to encourage the use of electronic representations through the portal's online questionnaire <http://tayplan-sdpa-consult.limehouse.co.uk/portal> in line with the Scottish Government's desire for online development planning. Assistance will be provided where people do not have internet access.

7 CONSULTATIONS

- 7.1 The Treasurer and Clerk to TAYplan, the Director of Infrastructure Services, Angus Council, The Director of City Development, Dundee City Council, The Head of Development Services, Fife Council and the Executive Director (Environment), Perth & Kinross Council have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

- 7.1 Circular1/2009: Development Planning, Scottish Government.
- 7.2 Planning etc. (Scotland) Act 2006.
- 7.3 Town and Country Planning (Development Planning) (Scotland) Regulations 2008.
- 7.4 Planning Advice Note 81 'Community Engagement-Planning with People'.
- 7.5 Scottish Government's 'National Standards for Community Engagement'.
- 7.6 March 2009: TAYplan Development Plan Scheme.
- 7.7 Aberdeen City and Shire - Appendix 5: Publicity and Consultation Statement: <http://www.aberdeencityandshire-sdpa.gov.uk/nmsruntime/saveasdialog.asp?IID=312&SID=264>.
- 7.8 Environmental Assessment (Scotland) Act 2005, Scottish Government.

Pamela Ewen
Strategic Development Planning Authority Manager
Date 4th February 2010

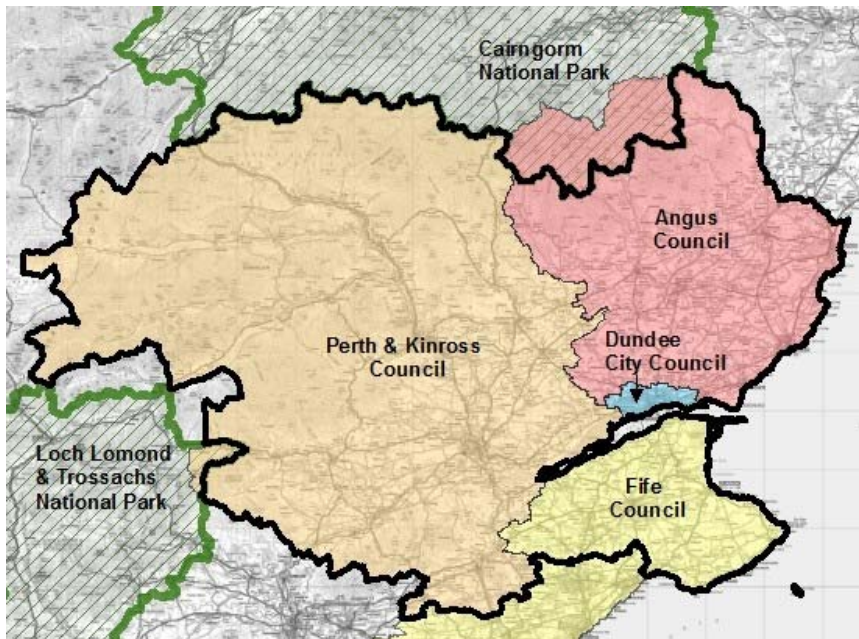
TAYplan
Strategic Development Planning Authority
Revised Development Plan Scheme

March 2010

1 Introduction

- 1.1 This is the second Development Plan Scheme published by the Dundee, Perth, Angus and North Fife Strategic Development Planning Joint Committee.
- 1.2 It provides an update on the progress we have made towards publishing the Strategic Development Plan and the amended timescales for its completion. This document serves to provide information on:
- Who we are;
 - Why we are producing a Strategic Development Plan;
 - An overview of the Strategic Development Plan process;
 - An updated timetable for preparing the Plan and associated consultations; and,
 - A review of the past year 2009-10.
- 1.3 An important strand of the modernisation of the Scottish Planning System introduced by the Planning etc (Scotland) Act 2006 has been the replacement of Structure Plans with Strategic Development Plans for the City region including and surrounding Scotland's four largest cities; Glasgow, Edinburgh, Aberdeen and Dundee. To deliver this change Scottish Ministers have designated groups of planning authorities as Strategic Development Planning Authorities and tasked them with preparing and reviewing Strategic Development Plans for their areas.
- 1.4 Dundee, Perth and Kinross, Angus and Fife Councils are one of the Strategic Development Planning Authorities designated by the Scottish Government. These 4 Councils are now working together to deliver a Strategic Development Plan for their area.
- 1.5 The area to be covered by the Strategic Development Plan has been approved by Scottish Ministers as illustrated on Map 1. This covers the local authority administrative areas of Dundee, Perth and Kinross, Angus and the north part of Fife. The approved Strategic Development Plan area however excludes the part of Angus Council within the Cairngorms National Park and the part of Perth and Kinross Council that is within the Loch Lomond and Trossachs National Park.

Map 1: TAYplan Boundary (Approved 2008)



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2 The Dundee, Perth, Angus and North Fife Strategic Development Planning Authority

- 2.1 The Dundee, Perth, Angus and North Fife Strategic Development Planning Joint Committee comprises 12 Councillors, three from each of the 4 constituent Local Authorities. The Joint Committee meets at least 4 times a year in TAYplan's office. Committee Reports are available from the TAYplan website at www.tayplan-sdpa.gov.uk.
- 2.2 The Strategic Development Plan to be produced by the 4 authorities will be called the TAYplan Strategic Development Plan. The Plan will set out the strategic planning and development strategy for the TAYplan area over twenty years (2012-2032).

3 The Development Plan System in Scotland

- 3.1 The Development Plan system in Scotland consists of three core statutory documents:
- (i) **The National Planning Framework for Scotland.** This is produced by the Scottish Government and sets out, in broad terms, the Scottish Governments' strategy for Scotland's spatial development, including national developments, and the priorities for that development.
 - (ii) **The Strategic Development Plan.** This is prepared by the new Strategic Development Planning Authorities in Scotland's four city regions only. This Plan will set out a long-term (20 years or more) development

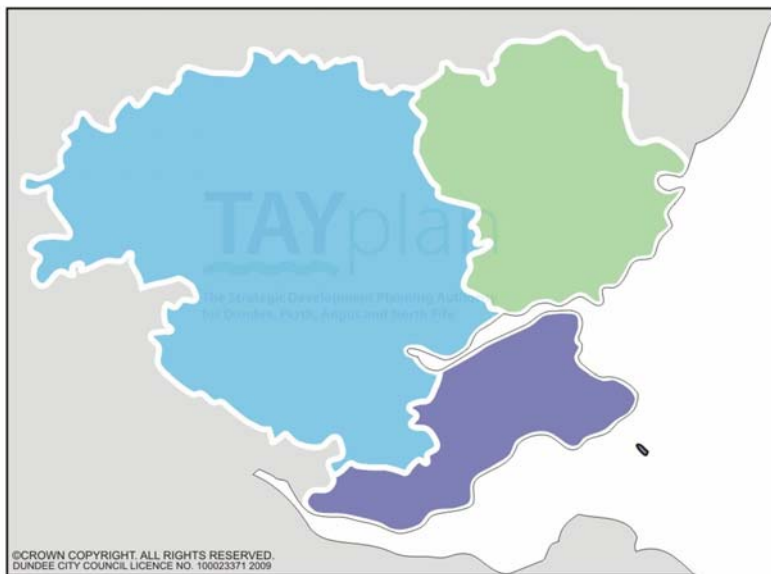
strategy indicating, in broad terms, where future development will be located and what is needed to deliver it. The Plan will be approved by Scottish Ministers.

- (iii) **The Local Development Plan.** This is prepared by all local authorities. This Plan will set out more detailed policies and proposals to guide development. The Plan, which is approved by the local authority, must accord with the approved Strategic Development Plan in the four city regions.
- 3.2 The Strategic Development Plan and Local Development Plans will collectively form the statutory Development Plan for the TAYplan area. In addition, Supplementary Planning Guidance on a specific planning topic may be prepared and form part of the statutory Development Plan. There are no proposals for Supplementary Planning Guidance to be produced for the Strategic Development Plan.

4 Existing and Proposed Development Plans

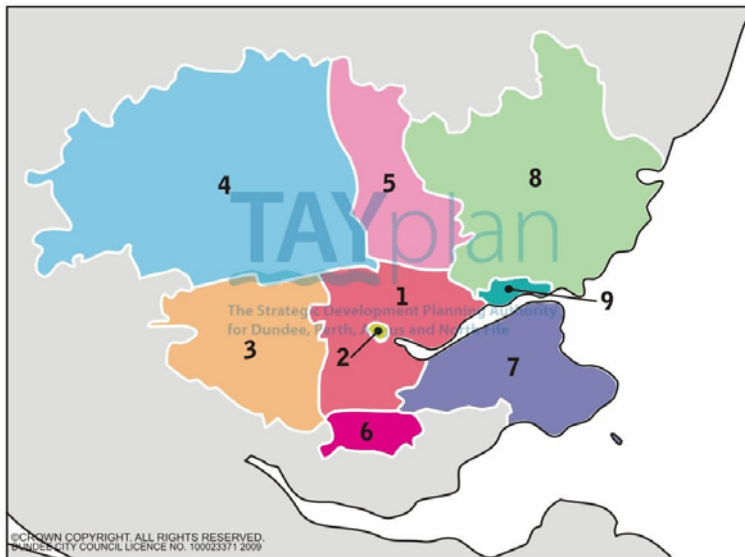
- 4.1 Within the TAYplan Strategic Development Plan Area there are three existing Structure Plan Authorities. These are Dundee and Angus Councils, Perth & Kinross Council and Fife Council. Each of these authorities was previously required to prepare a Structure Plan for their administrative area(s). The coverage of existing Structure Plans is set out in Map 2.
- 4.2 The TAYplan Strategic Development Plan, when approved, will replace the existing Dundee and Angus Structure Plan (2001-2016), the Perth and Kinross Structure Plan (2003-2020) and the policy coverage of the Fife Structure Plan (2006-2026) relating to those parts of Fife within the TAYplan area. The TAYplan Strategic Development Plan will cover the area as set out in Map 1.
- 4.3 The existing coverage of Local Plans within the TAYplan area is set out in Map 3. More information on current Local Plans, Structure Plans and the timetables for the preparation of the new style Local Development Plans can be obtained on each of the constituent councils' web sites.

Map 2: Current Structure Plan Areas within the TAYplan Area



- Dundee and Angus Structure Plan 2001 - 2016
- Fife Structure Plan 2006 - 2026
- Perth and Kinross Structure Plan 2000 - 2020

Map 3: Current Local Plan Areas within the TAYplan Area



- 1 Perth Area Local Plan 1996
- 2 Perth Central Area Local Plan 1997
- 3 Strathearn Area Local Plan 2001
- 4 Highland Area Local Plan 2000
- 5 Eastern Area Local Plan 1998
- 6 Kinross Area Local Plan 2004
- 7 St. Andrews and East Fife Local Plan 2008 - 2018
- 8 Angus Local Plan Review 2009
- 9 Dundee Local Plan Review 2005

5 The Strategic Development Plan

5.1 Scottish Ministers have outlined the expected form and content of Strategic Development Plans. They advise that the Strategic Development Plan should contain:

- **a vision statement.** This should be a broad statement of how the development of the area could and should occur and the matters that might be expected to affect that development. It should provide a realistic expression of what the plan area could be like in 20 years time and a useful springboard for the spatial strategy of the plan.
- **a spatial strategy.** This should be a broadly based statement of proposals as to the development and use of land in the area. It should also encapsulate the headline changes that the plan seeks to achieve, and provide a locational strategy for new development up to year 12 from plan approval and a broad indication of the scale and direction of growth up to year 20.
- an analysis of the relationship with development and land use proposals in neighbouring areas that are likely to affect the Strategic Development Plan area.
- any other matter the Strategic Development Plan Authority consider appropriate.

5.2 Scottish Ministers have also indicated that they expect Strategic Development Plans to be concise visionary documents that set clear parameters for subsequent Local Development Plans and inform decisions about strategic infrastructure investment.

6 Main Issues Report

6.1 The Main Issues Report considers the big changes that will shape the next 20 years of our lives. It focuses on the key issues for the Proposed Plan which cannot easily be dealt with at local level alone and are best considered with at regional level where they are cross boundary.

6.2 The Main Issues Report is not a draft plan. It presents options including the preferred scale of growth and where development should and should not be up to year 12 (2012-24) and a broad indication of the scale and direction of growth up to year 20 (2024-32). It asks for your views on these and other issues. Some challenges are about implementing national responses to these issues. Engagement is more effective at this stage because the options are still open; they are less so later in the Plan process.

6.3 A Background Technical Report will be published alongside the Main Issues Report, summarising the research and information which has informed the Main Issues Report.

7 Monitoring Statement

7.1 A Monitoring Statement is required under section 4 of the Planning etc (Scotland) Act 1997 and shows key data and statistics about what has been happening in

the region over the last few years. The information helps us to understand the issues that face the region for the future.

- 7.2 The Monitoring Statement supports the Main Issues Report consultation and will be updated over time to help us to understand whether strategies are working and will form part of future reviews of the Strategic Development Plan.

8 Strategic Environmental Assessment (SEA) and Habitats Regulations Appraisal

- 8.1 The Environmental Assessment (Scotland) Act 2005 makes SEA a legal requirement for public plans, programmes and strategies, including the Strategic Development Plan.

- 8.2 The purpose of SEA is to provide proper consideration for the environment by ensuring that environmental issues are considered by decision makers alongside economic and social issues. The SEA also provides information on the potential environmental implications to inform any interested party and to assist in considering the Main Issues Report. Both consultations run in parallel. This is achieved by systematically assessing the potential significant environmental effects of the Plan, and recording the results in an 'Environmental Report'. The process involves regular liaison with Scottish Natural Heritage, Scottish Environment Protection Agency and Historic Scotland. The SEA is being prepared as an integral part of the Strategic Development Plan preparation.

- 8.3 The purpose of the Habitats Regulations Appraisal is to assess the impacts of the Plan against the conservation objectives and qualifying features of the relevant wildlife sites with European protection. Legislation requires this Assessment to be done at the Proposed Plan stage. However, a draft Habitats Regulations Appraisal has been undertaken on the Main Issues Report to commence this process, albeit that much of the detail will be at the Proposed Plan stage.

9 Equalities and Human Rights Impact Assessment

- 9.1 The purpose of an Equalities and Human Rights Impact Assessment is to help ensure that we do not discriminate and that where possible we utilise opportunities to promote equality, as well as all other human rights and good relations between groups.

- 9.2 The impact assessment involves thinking through the potential consequences of policies and functions on both the identified equality target groups and society at large. This helps to ensure that, as far as possible, any negative impacts are minimised or eliminated and that opportunities for promoting equality and respect for all other human rights are maximised. A draft Equalities and Human Rights Impact Assessment has been undertaken on the Main Issues Report.

10 Preparing the Strategic Development Plan

- 10.1 The Development Planning Regulations published by Scottish Ministers set out the approach to be taken to prepare and implement a Strategic Development Plan. The main stages of this process are:

1. Publication of a Development Plan Scheme (including a Participation Statement);
2. Preparation and Publication of a Monitoring Statement;
3. Preparation and Publication of a Main Issues Report and Environmental Report;
4. Preparation and Publication of the Proposed Plan, including the Environmental Report and the Action Programme;
5. Submission of Strategic Development Plan to Scottish Ministers;
6. Examination by a Reporter; and,
7. Ministerial Decision on approval.

11 Key Stakeholders

11.1 Throughout the process of producing the Strategic Development Plan, TAYplan is required to involve its Key Stakeholders and neighbouring authorities. TAYplan's Key Stakeholder group comprises 13 public sector agencies:

- Architecture and Design Scotland;
- The Forestry Commission;
- Historic Scotland;
- NHS Fife;
- NHS Tayside;
- Scottish Enterprise;
- Scottish Environment Protection Agency;
- Scottish Natural Heritage;
- Scottish Water;
- South East of Scotland Transport Partnership (SEStran);
- Tayside and Central Scotland Transport Partnership (TACTRAN);
- Transport Scotland; and,
- Visit Scotland.

11.2 The Key Stakeholder group meets regularly and is involved in the preparation of the Main Issues Report and throughout the Strategic Development Plan preparation process. TAYplan has been liaising with neighbouring authorities and cross-boundary issues are identified in the Main Issues Report.

12 Timetable for Strategic Development Plan Production

12.1 As part of the Development Plan Scheme, Ministers require that the Strategic Development Planning Authority sets out a broad timetable for the stages in the production of their Strategic Development Plan.

12.2 A Project Plan has been produced for the preparation of the TAYplan Strategic Development Plan. The broad timetable for the preparation of the Plan is set out below. It should be noted that some of the timings for the stages in the timetable have been revised since the first Development Plan Scheme was published in

March 2009. The Development Plan Scheme is required to be published annually and any changes to the timetable will be addressed at this time. Regular updates are provided through the TAYplan website (www.tayplan-sdpa.gov.uk).

Stage	Plan Preparation Process	Actions to be taken	Key Dates
1	Presentation of Main Issues Report and accompanying reports to the Joint Committee	Joint Committee approval of the Main Issues Report	16 th February 2010
2	Ratification of Main Issues Report	Local Authority Committee ratification of the Main issues Report	17 th February – 19 th March 2010
3	Publication of Environmental Report (SEA) and Non Technical Summary thereof and Main Issues Report Publication of Main Issues Report, Environmental Report (SEA), and the draft Equalities and Human Rights Impact Assessment for public consultation, together with publication of the Monitoring Statement, Background Technical Report and the draft Habitats Regulations Appraisal	<ul style="list-style-type: none"> • Submission to the Consultation Authorities • Formal notification • Wide consultation with the key Stakeholders, the public, businesses and community groups. • Assessment of responses 	30 th March 2010 12 th April – 2nd July 2010 (12 weeks) Assessment of Responses July – September 2010)
4	Publication of Proposed Plan, including Environmental Report and Action Programme	<ul style="list-style-type: none"> • Publication of Proposed Plan • Publication of Action Programme, Environmental Report, Habitats Regulations Appraisal and Equalities and Human Rights Impact Assessment • Formal notification and publicity • Formal Objection Period (8 weeks) 	May 2011
5	Submission of Finalised Plan (including Action Programme and Environmental Report) to Scottish Ministers	Proposed Plan including modifications submitted to Scottish Ministers	January 2012
6	Examination of Plan by Scottish Ministers	Examination of issues relating to outstanding representations	Ongoing 2012
7	Scottish Ministers Approval	Decision issues by Ministers after receiving Inquiry Reporters recommendations	April 2013

13 Communication Plan including the Participation Statement

Participation Statement

- 13.1 The Strategic Development Planning Authority is strongly committed to encouraging interest and wide stakeholder and public involvement in the preparation of the Strategic Development Plan.
- 13.2 By encouraging consultation at all stages of the Plan's preparation, the Authority seeks to ensure that those with an interest in the area e.g. members of the public, businesses, key organisations and organisations including community groups, have an opportunity to contribute their views before decisions are taken. This applies as much to those who support the Plan as to those who want to make objections.
- 13.3 In preparing the Strategic Development Plan the Scottish Government's Planning Advice Note 81 on 'Community Engagement' (which takes account of the National Standards for Community Engagement) will be taken into account. This is to allow for interested parties to be involved in the process, have a say and be listened to. The Strategic Development Plan Authority will seek to ensure that:
- Arrangements for participation are as inclusive, open and transparent as possible;
 - Information is provided early and in a format that allows full consideration;
 - Communication is provided in a range of formats and locations, making use of electronic means including the TAYplan's website; and,
 - Representations are considered and reported to the TAYplan Joint Committee.
- 13.4 The participation exercise will seek to involve a wide range of parties including:
- Public sector groups (including key government departments and agencies);
 - Private sector groups (including business, retail and housing interests);
 - Established community groups (including community councils);
 - Voluntary and environmental organisations;
 - Community Planning Partnerships; and,
 - Youth groups and Secondary Schools.
- 13.5 As the various stages of the Plan preparation progress, the Strategic Development Planning Authority will gain a greater understanding of how and with whom its consultation will take place. As a result the Authority will evolve its consultation processes and participation statement accordingly. The Authority is aware it can be difficult to engage various sections of society and organisations in strategic planning. TAYplan is considering different ways of consultation and will make extensive use of its website, as well as targeting young people whose lives this Plan will largely affect.

Main Issues Report Consultation

- 13.6 As set out in the Scottish Planning Circular 1/2009 there is a minimum requirement for community engagement that Strategic Development Planning Authorities should undertake.
- 13.7 Publication of a notice in one or more local newspapers and on the internet, setting out:
- That the document has been prepared, and where and when it may be viewed;
 - A brief description of the content and purpose of the document;
 - Details of how further information may be obtained; and,
 - A statement that representations may be made, and how, to whom and by when they should be made.
- 13.8 Information on the consultation must be issued to:
- The key agencies;
 - Adjoining planning authorities or Strategic Development Plan Authorities;
 - Community Councils within the Strategic Development Plan area;
 - Making a copy of the document available to inspect at an office of each of the constituent planning authorities and in all public libraries in the plan area; and,
 - Publication on the internet.
- 13.9 As well as legislative requirements, there are also a number of suggested community engagement methods provided in the Planning Advice Note (PAN) 81 (Community Engagement). These have been considered in developing a proportionate Communication Strategy for TAYplan. As stated in PAN 81, *'Community engagement... will require the application of a variety of methods. What is important is that the approach adopted suits the scale and impact of the project...'* As such, whilst ensuring a comprehensive range of methods is used, TAYplan will not be undertaking all suggestions. For example, a mail-shot to specific post codes is a very expensive exercise and the benefits of such a method can be replicated through thorough engagement with Community Councils and other local community groups.
- 13.10 It is important that all interested parties are made aware of the Main Issues Report Consultation with sufficient prior notice to it taking place and have the opportunity to make representations. The Communication Strategy will be issued to all Community Councils, the TAYplan Key Stakeholders and other statutory bodies. TAYplan will seek to utilise a number of methods in order to communicate and publicise the MIR Consultation.
- 13.11 Advertisements
TAYplan will advertise the consultation by buying space in the two newspapers with the greatest circulation in the area - the Courier and Press and Journal. The first of these advertisements will be published two weeks before the start of the

consultation to provide notice of the dates and where to find the documentation. The second will be placed during the first week of the consultation to prompt interested parties to make their representation. A third and final advertisement will be placed during the second week of consultation to serve as a reminder to those interested in taking part.

3.12 News Releases

A number of news releases will be issued to media outlets including daily and weekly newspapers, radio stations and websites across the TAYplan region. The press release of the Joint Committee in February 2010 will provide a news "hook" to highlight the consultation. In addition the information events (see paragraph 1.22 below) will create media interest at a local level. As the final deadline date nears a news release will be issued reminding consultees that time is running out to make comments. All news releases will remind the public of the dates of the consultation period. News releases will provide additional information to the advertisements.

3.13 Radio

TAYplan will seek to raise awareness of the MIR Consultation by providing information to the radio stations that cover the area i.e. Radio Tay, Wave 102 and Kingdom FM. Using different radio stations at different times will create greater opportunities to encourage feedback from diverse consultees.

13.14 Posters/Leaflets

Visual marketing, through the use of posters and leaflets, will be used in order to increase the geographic reach and penetration of the MIR Consultation.

13.15 Posters and leaflets will be issued to planning offices, libraries and access points, buildings where key stakeholders are based or visit and other public spaces. Community Councils will also be sent posters and leaflets for onward dissemination to community groups, church notice boards and other similarly prominent sites embedded in neighbourhoods.

13.16 Information Events

An important element of the Plan's production will be the opportunity for face-to-face communication with interested parties. This is especially relevant to the Main Issues Report as it is at this stage that we ask for feedback from the community and beyond about what we propose to include in the Plan.

13.17 TAYplan will hold 11 information events in the locations identified below (in line with Tiers 1 and 2 of the Main Issues Report) along with Pitlochry to cover the north of Perthshire. An additional two events will be held in TAYplan's office in Dundee in early May and mid June.

Location	Date	Time	Venue
Arbroath	Held over the period 3 rd May – 11 th June 2010 (specific dates to be confirmed)	2pm – 8pm	TBC
Blairgowrie		2pm – 8pm	TBC
Crieff		2pm – 8pm	TBC
Cupar		2pm – 8pm	TBC
Dundee		2pm – 8pm	TBC
Forfar		2pm – 8pm	TBC
Kinross		2pm – 8pm	TBC
Montrose		2pm – 8pm	TBC
Perth		2pm – 8pm	TBC
Pitlochry		2pm – 8pm	TBC
St Andrews		2pm – 8pm	TBC

13.18 The events will include display stands providing information about the Main Issues Report, the approach TAYplan is taking in its production and ultimately what this means for the region. They are scheduled for the afternoon and evening of weekdays to allow as many people as possible the opportunity to take part. A number of personnel from TAYplan, the four Local Authorities and some Key Stakeholder organisations will be on hand to answer questions.

13.19 Community Councils and Elected Members

Ahead of the face-to-face activity detailed above, two events have been created in response to demand for briefings for Community Council representatives. These will take place at the start of the consultation and aim to provide Community Councils with more information on the consultation itself and how they can disseminate posters, leaflets and other written information materials. All elected members for the TAYplan region will also be invited to attend these events.

Location	Date	Time	Venue
Dundee	TBC - early part of consultation	6.30pm – 8pm	TBC
Perth	TBC - early part of consultation	6.30pm – 8pm	TBC

13.20 Online

The MIR Consultation will be highlighted on TAYplan's website and a link provided to the documents and questions on the consultation portal. The Local Authorities and some Key Stakeholder organisations will also provide information on the consultation.

13.21 An e-newsletter will be published and distributed to all registered consultees, at a local, regional and national level, elected members and Community Councils.

13.22 Presentations

TAYplan recognises the importance of engaging the younger generation, given that the Strategic Development Plan is focusing on the next 20 years. A presentation and question and answer session is proposed to be held at the University of Dundee, and the SDPA will seek other similar opportunities.

13.23 A similar presentation and question and answer facility, tailored for the needs and abilities of secondary school pupils has also been created. It will be utilised on request.

13.24 Other Publicity

TAYplan will utilise other ad hoc communications opportunities in the run up to and during the consultation period, including:

- Display stands at other organised events hosted by relevant organisations;
- Accessing the business sector via sector specific professional and trade bodies and the regional Chamber of Commerce offices; and,
- Minority groups through social clubs, places of worship, federations and third party endorsement.

13.25 TAYplan's Communication Plan can be found on the TAYplan website at www.tayplan-sdpa.gov.uk and will be updated when the venues and dates for the Information Events are confirmed. Thereafter it will be revised for every key stage of the Plan preparation process. In contrast the Development Plan Scheme is updated on an annual basis.

14 Consultation Programme

14.1 The following sets out the consultation for the TAYplan Plan:

1. **Awareness Raising Initial Consultation August 2009.** Held for 6 weeks in summer 2009. The aim of this consultation was to raise awareness of Strategic Development Plan process and set out in general terms the task that lies ahead, generate interest, and identify those parties that are interested in engaging in the Strategic Development Plan process. Also to obtain first input from interested individuals/organisations.
2. **Formal Main Issues Report Public Consultation 12th April – 2nd July 2010.** The Main Issues Report is the first stage in preparing the Plan under the new planning system. The consultation representations will help to shape the Proposed Plan; TAYplan will seek views on the key issues which the region faces for the future and the possible and preferred options for dealing with these issues. Alongside the MIR, there will be a number of other documents on which we will seek views; these are the Environmental Report (SEA), the draft Habitats Regulations Appraisal and the draft Equalities and Human Rights Impact Assessment. As well as the online consultation, TAYplan will seek to hold a number of information events throughout the region to facilitate the wider public's engagement with the Plan process.
3. **Proposed Plan published and formal objection phase May 2011.** To give stakeholders and consultees the opportunity to submit formal objections to

the Proposed Plan. Any objections that can't be resolved through negotiation and are not withdrawn will be considered in a subsequent public examination.

4. Submission of Proposed Plan to Scottish Ministers January 2012

Including TAYplan response to formal objections.

15 TAYplan Progress to Date

- 15.1 A significant amount of progress has been made over the last year towards the production of the first Strategic Development Plan.
- 15.2 The TAYplan team, comprising of the Strategic Development Plan Authority Manager, Senior Planner and Project Support Officer, were in place by June 2009. With the team finalised, engagement with the Local Authorities, Key Stakeholders and Adjoining Authorities was increased and regular meetings and workshops took place to facilitate knowledge transfer.
- 15.3 In August 2009, TAYplan held an Awareness Raising Initial Consultation; this was not a statutory requirement, however it was deemed necessary in order to raise awareness of the Plan process and begin to generate interest. The consultation was successful with 144 representations received from a wide range of parties from across the TAYplan region. A summary of the representations received during the consultation, can be accessed from the TAYplan website.
- 15.4 Work on the Main Issues Report and accompanying documents has rapidly increased over the last year in preparation for its publication and consultation in April 2010. With the assistance from the 4 Local Authorities, the TAYplan team have produced the Main Issues Report along with the Environmental Report for the Strategic Environmental Assessment (SEA), draft Habitats Regulations Appraisal, draft Equalities and Human Rights Impact Assessment and the Monitoring Statement. A technical Background Report has also been prepared.
- 15.5 The work on the Housing Needs and Demand Assessment is nearing completion. This is a strategic assessment of housing need and demand to help inform Local Housing Strategies and Development Plans.

16 Making Representations

- 16.1 The Strategic Development Planning Authority encourages interested parties to make representations, both in support of the Plan and in raising representations or objections to it. The Strategic Development Plan Authority will attempt to facilitate this through email and its website www.tayplan-sdpa.gov.uk as well as in letter form.
- 16.2 Representations are sought in respect of both the Strategic Development Plan, Environmental Report, draft Habitats Regulations Appraisal and draft Equalities and Human Rights Impact Assessment.
- 16.3 All formal representations and objections are required to be placed on a public register and cannot be kept confidential.

17 Accessing Documents

- 17.1 The Strategic Development Planning Authority will make copies of the most up-to-date documents relating to the production of the Strategic Development Plan available principally through its website www.tayplan-sdpa.gov.uk.
- 17.2 Documents will also be made available at each of the local authority headquarters, planning offices and at public libraries within the four local authority areas.

18 Registering with TAYplan

- 18.1 To register your interest with TAYplan, keep informed of progress and consultations; please visit the website at www.tayplan-sdpa.gov.uk where a link to the consultation portal can be found.

19 Contacts

- 19.1 The main point of contact for correspondence is:

Pamela Ewen
Strategic Development Planning Authority Manager
TAYplan Strategic Development Plan Authority
Enterprise House
3 Greenmarket
Dundee
DD1 4QB

Email: contactus@tayplan-sdpa.gov.uk

Telephone: 01382 307180
Lines open 8.30am to 5pm, Monday to Friday

- 19.2 Links to Constituent Council Websites

- www.dundee.gov.uk/localplan
- www.pkc.gov.uk
- www.angus.gov.uk/localplan
- www.fife.gov.uk/localplan