

Appendix 1

Local Development Planning Draft Guidance – summary list of required actions and information to be prepared/ provided/ collated by planning authorities.

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| National Planning Framework 4 | Sets national spatial strategy and policies |
| Regional Spatial Strategy | To be prepared by planning authorities working collaboratively on regional level spatial strategy |
| Early engagement | <ul style="list-style-type: none"> • Invitation to communities to prepare Local Place Plans |
| | <ul style="list-style-type: none"> • Call for Ideas and early engagement with communities, developers and other key stakeholders. Statutory requirement to seek early views |
| LDP Evidence Report, gathering of data and information- evidence should be informed by the views of those who are anticipated to be affected by the plan | <ul style="list-style-type: none"> • Scoping Report for Evidence Report- setting out matters and baseline information required to support each issue and stakeholders required to collate and review evidence as well as timescale. |
| | <ul style="list-style-type: none"> • Evaluate whether previous Plan has delivered on its outcomes, lessons learned and appropriateness of previous Spatial Strategy, it should not include site specific detail at this stage. |
| | <ul style="list-style-type: none"> • Strategic Environmental Assessment Scoping Report |
| | <ul style="list-style-type: none"> • Participation Statement |
| | <ul style="list-style-type: none"> • Play sufficiency assessment |
| | <ul style="list-style-type: none"> • Summary of action taken to support and promote the construction and adaptation of housing to meet the needs of older people and disabled people and analysis of extent to which the action has helped to meet those needs |
| | <ul style="list-style-type: none"> • Summary of the action taken by the planning authority to meet the accommodation needs of Gypsy/ Travellers and an analysis of the extent to which that action has helped meet those needs. |
| | <ul style="list-style-type: none"> • How the authority have invited local communities to prepare LPP's and what assistance they have provided. |
| | <ul style="list-style-type: none"> • Seek views of key agencies, children and young people (school pupils, youth cllrs and youth parliament representatives) and the public at large |
| | <ul style="list-style-type: none"> • Early and proactive engagement with stakeholders, including key agencies, to ensure collaborative and transparent evidence gathering |
| | <ul style="list-style-type: none"> • Statement of how the planning authority has sought particular stakeholders' views and how these views are taken into account in the report- public at large, disabled people, Gypsies and Travellers, Children and young people, community councils. |
| <ul style="list-style-type: none"> • Details of infrastructure capacity and planned investments, including communications, transport and drainage, water, energy, healthcare, education, digital and grey, green and blue infrastructure | |

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| | <ul style="list-style-type: none"> • Place standard tool outputs or ongoing initiatives that can help to identify issues and opportunities for the area |
| | <ul style="list-style-type: none"> • Public health and wellbeing indicators |
| | <ul style="list-style-type: none"> • NPF Minimum All tenure Housing Land Requirements, the Housing Needs and Demand Assessment, Local Housing Strategy, Strategic Housing Investment Plans and recent Housing Land Audits |
| | <ul style="list-style-type: none"> • Assessment of existing and planned travel and transport infrastructure and services available in the plan area for movement of people and freight across all modes of transport, including previous transport appraisal/ assessment work that has been undertaken, consideration of local, regional and national transport strategies and plans |
| | <ul style="list-style-type: none"> • SEA scoping work |
| | <ul style="list-style-type: none"> • Evidence from the impact assessments, including Equality, Fairer |
| | <ul style="list-style-type: none"> • Urban capacity studies/ vacant and derelict land information |
| | <ul style="list-style-type: none"> • Town centre health check data |
| | <ul style="list-style-type: none"> • Local and regional economic strategies |
| | <ul style="list-style-type: none"> • National strategies relating to climate change and land use |
| | <ul style="list-style-type: none"> • Site appraisal methodology |
| | <ul style="list-style-type: none"> • Identify potential heat networks |
| | <ul style="list-style-type: none"> • Key health and well- being indicators |
| | <ul style="list-style-type: none"> • Priority habitats and species data |
| | <ul style="list-style-type: none"> • Evidence Report to be approved by full Council before submitted to Scottish Government |
| | <ul style="list-style-type: none"> • Evidence Report to set out any areas of dispute regarding evidence and areas of agreement |
| | <ul style="list-style-type: none"> • Evidence to support local policy position |
| | <p>Sustainable places</p> <ul style="list-style-type: none"> • National developments identified in PPF • Strategic land use tensions • Sources and scale of climate change emissions and climate risks to the region • Heat related climate risks and heat mapping to inform potential for c0-locating developments with high heat demand with sources of heat supply • LBAP, nature networks • Socio economic performance and wellbeing • RSS |
| | <p>Productive places</p> <ul style="list-style-type: none"> • Business land audits • Employment land requirements • Analysis of employment need, local poverty, disadvantage and inequality • Areas of constraint for green energy • National waste management plan • Local waste data • Data on permitted minerals reserves |

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| | <ul style="list-style-type: none"> • Data on areas affected by coal mining and development high risk areas • Gaps in digital coverage and details of programmed investment in digital |
| | <p>Liveable places</p> <ul style="list-style-type: none"> • Details of existing 20 minute neighbourhoods and areas not currently well served as 20 minute neighbourhoods- facilities for sport, leisure, support services, social interaction, health and wellbeing and childcare • Plans should be informed by the Place Principle and place based working, how local community experiences it and how they connect to a network and what the community wants and needs • Community facilities • Baseline infrastructure • Information and data population and household projections, migration • Audit of infrastructure communications, digital and telecoms, transport, water management, energy supplies, health and social care, education, natural infrastructure, play, water supplies, including availability of drinking water sources, sewerage, energy supplies including electricity and gas networks, grid capacity • Strategic Flood Risk Assessment • River basin management plans • Existing and programmed infrastructure provision • Data on low carbon infrastructure and potential for negative emissions technology • Audit of the transport infrastructure and capacity of the area • Regional Transport Strategy • Local Transport Strategy • Baseline transport information and data • HNDA robust and credible • Housing Land Audit • Local Housing Strategy and Strategic Housing Investment Plan • The list of people seeking to acquire land for self- build • Health issues such as above average rates of over- weight people and prevalence of related disease or mental health issues • Spatial information on location and type of food retail including hot food clusters or food deserts, local food markets, allotments, access to green space • Areas of poor air quality • Tourism Plans • Creative Scotland plans and local cultural plans • View on desirability of maintaining an appropriate number and range of cultural venues and facilities, including live music venues • Demonstrate capable of meeting the 10 year landbank of construction aggregate in all market areas, existing permitted |

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| | <p>minerals reserves and relevant elements from aggregates survey</p> <p>Distinctive places</p> <ul style="list-style-type: none"> • Town Centre Audits and Strategies • Strategies and action plans relating to the historic environment and assets • Population stats and projections • Vacant and derelict land • Empty buildings at risk • Rural types, population distribution and demographic profile • Local biodiversity Action Plan • Data on peat and carbon rich soils • Forestry and Woodland Strategy, Native Woodland Survey of Scotland and Ancient Woodland Inventory, Tree Preservation Orders • Review of areas designated for their local landscape value and nature conservation interests • Coastal evidence and information • Blue/ green infrastructure • Open Space Strategy • Play sufficiency assessment • Core paths/ access rights • Strategic flood risk assessment • River basin management plan • Significant health issues • Poor air quality • Gaps in supply of existing housing and flats, student accommodation and older persons accommodation • Capacity or opportunities to develop new housing and flats without compromising active ground floors or a mix of uses • Retail study • Conservation area appraisals and management plans, • Town Centre action plans • Buildings at risk register • Green belt review • Types of rural areas, population issues and areas of decline in population • Local, regional natural designations and any reviews • wildland |
| <p>LDP Gatecheck- independent assessment of whether the planning authority has sufficient information to prepare the LDP, carried out by person appointed by Scottish Ministers</p> | <ul style="list-style-type: none"> • Evidence Report submitted to Scottish Ministers <p>If appointed person considers the Report to contain sufficient information. Where they are not satisfied an assessment report is prepared which sets out the reasons and recommendations for improving the Evidence Report is sent to the planning authority. Planning authority must revise Report and re-submit.</p> |

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| LDP Proposed Plan Preparation | Identify where new development should take place and where it should not and articulate the ambitions and priorities for the future development of the area. |
| | Co-ordinate development and service provision and an Infrastructure First approach. |
| | Set out a spatial strategy looking ahead 20 years |
| | Take account of LOIP and any LPP's registered and RSS |
| | Transport Appraisal |
| | Proposed sites to be assessed for their deliverability and assessed using methodology from ER, including all existing sites |
| | Place based greater emphasis on maps, site briefs and masterplans, with minima policy wording. |
| | <ul style="list-style-type: none"> • Strategic Environmental Assessment • Public Sector Equality Duty Assessment • Fairer Scotland Duty Assessment • Habitats Regulations Appraisal |
| | <ul style="list-style-type: none"> • proposed Delivery Programme |
| | <ul style="list-style-type: none"> • take account of NPF |
| | <ul style="list-style-type: none"> • Proposed Plan must be approved by the full Council before being published for consultation and published with ER and Delivery Programme and sent to each key agency and relevant other bodies |
| | <ul style="list-style-type: none"> • Proposed Plan consultation for at least 12 weeks |
| | <ul style="list-style-type: none"> • Planning authority can modify the Plan to take account of representations in a Modification Report |
| LDP Examination-opportunity for independent consideration of any issues raised during the formal consultation on the Proposed Plan that have not been resolved through modifications | Planning authority to submit Proposed Plan and associated documents and request an Examination into unresolved objections. |
| | Reporter to consider sufficiency consultation and involvement of the public. Reporter can direct planning authority to undertake additional consultation. |
| | Reporter issues further information requests and convenes hearings if necessary |
| | Reporter issues report into unresolved objections. |
| | Report is published and all interested parties notified. |
| | Planning authority to make modifications as required. |
| | Any modification which result in issues which have not been subject to SEA need to go through that assessment and the Environmental report updated and sent to Scottish Ministers. |
| LDP Adoption and Delivery | Once adopted , send copies to Scottish Ministers, publish, copies in libraries, notify all interested parties and newspaper advert |
| | Within 3 months of adoption, the planning authority must adopt and publish the associated Delivery Programme. |
| | Prepare post adoption statement |
| | Ongoing Monitoring of the Plan |
| | Delivery of the place based projects within the Plan |