

ITEM 7 – DEVELOPMENT PLAN SCHEME 9

Report by: Alice Miles, Acting SDP Manager

Purpose

This Report presents Development Plan Scheme number 9 (DPS 9) for approval. Publishing a DPS at least annually is a statutory duty. The DPS must include a Participation Statement setting out how, when and with whom SESplan will consult on the various Strategic Development Plan (SDP) stages. DPS 8 was approved by SESplan Joint Committee on 21 March 2016. The proposed DPS 9 is attached as Appendix 1 to this Report.

Recommendations

It is recommended that the SESplan Joint Committee:

- a) approves the proposed Development Plan Scheme (DPS 9) including the timeline and Participation Statement for SDP2 submission to Scottish Ministers as set out within Appendix 1 to this report;
- b) notes that the Development Plan Scheme has to be reviewed and published at least annually; and
- c) authorises the SDP Manager to make any necessary minor editing and design changes to DPS 9 prior to publication.

Financial Implications

Any costs related to publishing the DPS are allowed for and will be met from within the Operating Budget 2016 / 2017 as approved in principle by the Joint Committee on the 28 November 2016 and to be considered under Item 9.

Legal & Risk Implications

All risks are detailed in the SESplan Risk Register and reported to Joint Committee on an annual basis.

Policy & Impact Assessment

No separate impact assessment is required.

1. Background

- 1.1 Section 20B of the Planning etc. (Scotland) Act 2006 ('the Act') requires a DPS to be prepared at least annually for the SDP. Its purpose is to set out the Strategic Development Planning Authority's (SDPA) programme for preparing, reviewing and consulting on its SDP.
- 1.2 After adopting a DPS, the Act requires the authority to publish it (including electronically), send two copies to Scottish Ministers and place copies in public libraries. There is no requirement to consult on the content of DPS and no provision for Ministers to approve them.
- 1.3 Circular 6/2013 requires that the DPS includes a Participation Statement, which indicates when, how and with whom consultation on the SDP will take place. Circular 6/2013 also states that one of the measures of a Planning Authority's performance will be whether the programme to replace the plan, as set out in the DPS, is on track.
- 1.4 Best practice in consultation and engagement is set out in Planning Advice Note (PAN) 3/10 Community Engagement. The aim is to make plan-making more open, inclusive and accessible. A DPS also sets out the authority's proposals for public involvement in plan making.
- 1.5 The proposed DPS9 includes the timetable for submission of SDP and Supplementary Guidance. It also contains SESplan's Participation Statement.

2. Proposed Plan and Progress against DPS8

- 2.1 DPS 8 set out a timeline with the submission of the Proposed Plan to the Scottish Government in June 2017 inline with the statutory timescales requiring plan submission within 4 years of SDP approval. It also indicated that the Proposed Plan Publication would take place in summer 2016. Whilst the Proposed Plan was published in October 2016, just past the indicated timeframe, SESplan have remained on track to the statutory timescale for submission.

2.2 As noted above, DPS 9 contains a Participation Statement continuing on from the aims set out in DPS 8. SESplan have confirmed conformity with the Participation Statement during the preparation of the Proposed Plan exceeding statutory requirements. The Statement of Conformity with the Participation Statement is included under Item 6. The updated Engagement and Participation section in DPS 9 also sets out how SESplan will continue to update stakeholders with news and progress in relation to the Proposed Plan.

3. Publication and Circulation

3.1 Following approval of DPS 9 by Joint Committee, it will be made available on the SESplan website. Copies will be printed and circulated to all libraries in the SESplan area. The DPS will also be available at the SESplan offices and at the planning receptions of the Member Authorities. Two copies will also be submitted to Scottish Ministers as required.

3.2 Information on the publication of DPS 9 will be noted on the [SESplan website](#) and via the [SESplan Twitter](#) account.

Appendices

Appendix 1 Development Plan Scheme 9

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Report Agreed by: Alice Miles, Acting SDP Manager

SESplan

The Strategic Development Planning Authority
for Edinburgh and South East Scotland

Development Plan Scheme 9 March 2017



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1 Background

Background

The South East Scotland Strategic Development Planning Authority was established in 2008 following the reform of the planning system in Scotland through the Planning etc. Scotland Act, 2006. The South East Scotland Strategic Development Planning Authority, SESplan, is a partnership of six Local Authorities ('member authorities') including East Lothian Council, City of Edinburgh Council, Fife Council, Midlothian Council, Scottish Borders Council and West Lothian Council. SESplan works collaboratively with Key Agencies and stakeholders to produce a deliverable and effective Strategic Development Plan for Edinburgh and South East Scotland. The area covered by SESplan is illustrated in Figure 1.1.

SESplan is governed by a Joint Committee which comprises of 12 Councillors, two from each of the six member authorities. The Joint Committee, which meets at least twice a year, has as its main purpose the preparation, monitoring and review of the Strategic Development Plan.

Development Plans

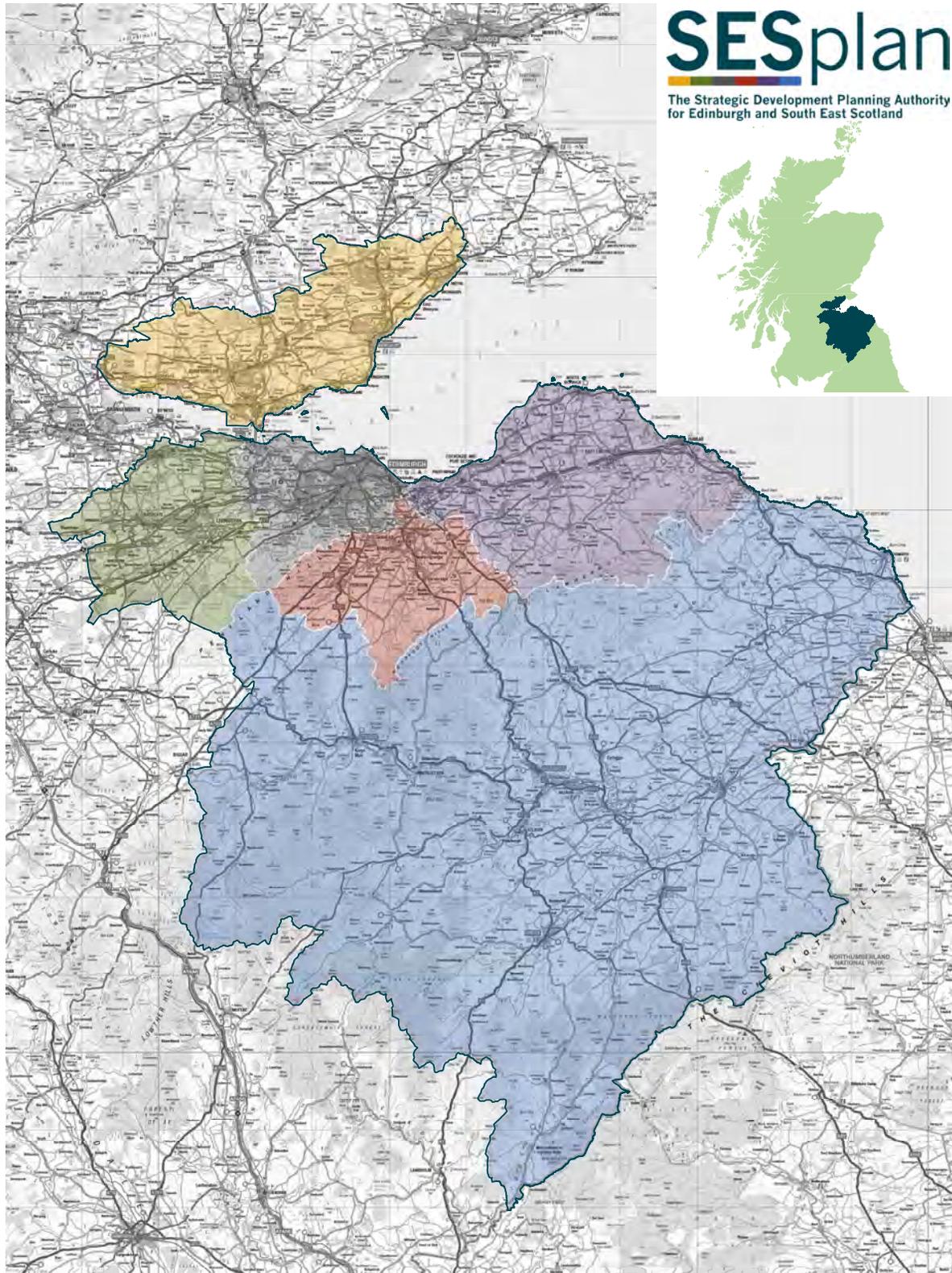
The planning system impacts on us all, either directly or indirectly. It is essential that everyone has an opportunity to get involved with the Development Plan in their area. In the SESplan area the Development Plan consists of the Strategic Development Plan covering the whole SESplan area and the Local Development Plans covering the individual member authority areas. Preparation of the Strategic Development Plan and the Local Development Plans is a statutory requirement.

The Strategic Development Plan helps to identify areas of change and priorities for infrastructure and sets out a spatial strategy for the region which informs the Local Development Plans. Local Development Plans must be consistent with the Strategic Development Plan and therefore involvement in the Strategic Development Plan is important for shaping the future of the region.

Decisions on where and how development will take place in the SESplan area are currently influenced by the following key documents:

1. The National Planning Framework for Scotland and Scottish Planning Policy - published June 2014;
2. The [Strategic Development Plan](#) - approved 27 June 2013;
3. [Housing Land Supplementary Guidance](#) - adopted 28 October 2014; and
4. Local Development Plans - approved or under preparation.

Figure 1.1 SESplan Area



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1 Background

The Development Plan Scheme

The Development Plan Scheme sets out our current programme for preparing and reviewing the Strategic Development Plan. The scheme includes:

- A proposed timetable for preparing the second Strategic Development Plan and Supplementary Guidance;
- A summary of what's involved at the various stages in preparing the plan;
- A participation statement with information on when and how you can get involved and how we will keep you updated; and
- Details on how you can make responses or representations at relevant stages.

The Development Plan Scheme also sets out how you can access documents both electronically and in hard copy. The Development Plan Scheme is updated every year to keep everyone informed about the Strategic Development Plan's progress. If there are significant changes to the Strategic Development Plan timetable or engagement plans in the interim then SESplan may publish an update of the Development Plan Scheme.

Figure 1.2 Document Timeline



Recent Progress and Future Milestones 2

Current Strategic Development Plan

The first Strategic Development Plan was approved, with modifications, by Scottish Ministers on 27 June 2013 following a thorough Examination process. Following approval of the Strategic Development Plan, the SESplan Joint Committee adopted an updated Action Programme. The Approved Plan, Action Programme and Environmental Report are available to view on the [SESplan website](#), at the SESplan office and in public libraries within the SESplan area.

In approving the Strategic Development Plan, Scottish Ministers made modifications to Policy 5 (Housing Land) requiring Supplementary Guidance to be prepared to provide further detailed information for Local Development Plans. The Supplementary Guidance provides information on how much of the overall housing land requirement should be met in each of the six member authority areas in the periods 2009-2019 and 2019-2024. The Supplementary Guidance was formally adopted by all Member Authorities on 28 October 2014.

Recent Progress and Future Milestones

Following on from the Main Issues Report, 2015 SESplan published the Proposed Strategic Development Plan (the 'Proposed Plan') on 13 October 2016. During a six week Proposed Plan consultation period SESplan received over 800 representations from 168 respondents. SESplan have been reviewing the representations and preparing responses to them prior to submission of the Proposed Plan to the Scottish Government. SESplan intend to submit the Proposed Plan to the Scottish Government in June this year. The Proposed Plan's examination is expected to take around 9 months.

Once the Proposed Plan has been examined and approved it will then become the current Strategic Development Plan (SDP2) superseding the current Strategic Development Plan which came into force in 2013. This is expected to take place mid-2018.

Measured against previous DPS, SESplan's recent progress is in line with expected timescales and is on track for meeting the four year statutory timescale for SDP submission.

A timescale of the key stages for the Strategic Development Plan is illustrated in Figure 2.1 Strategic Development Plan Timeline.

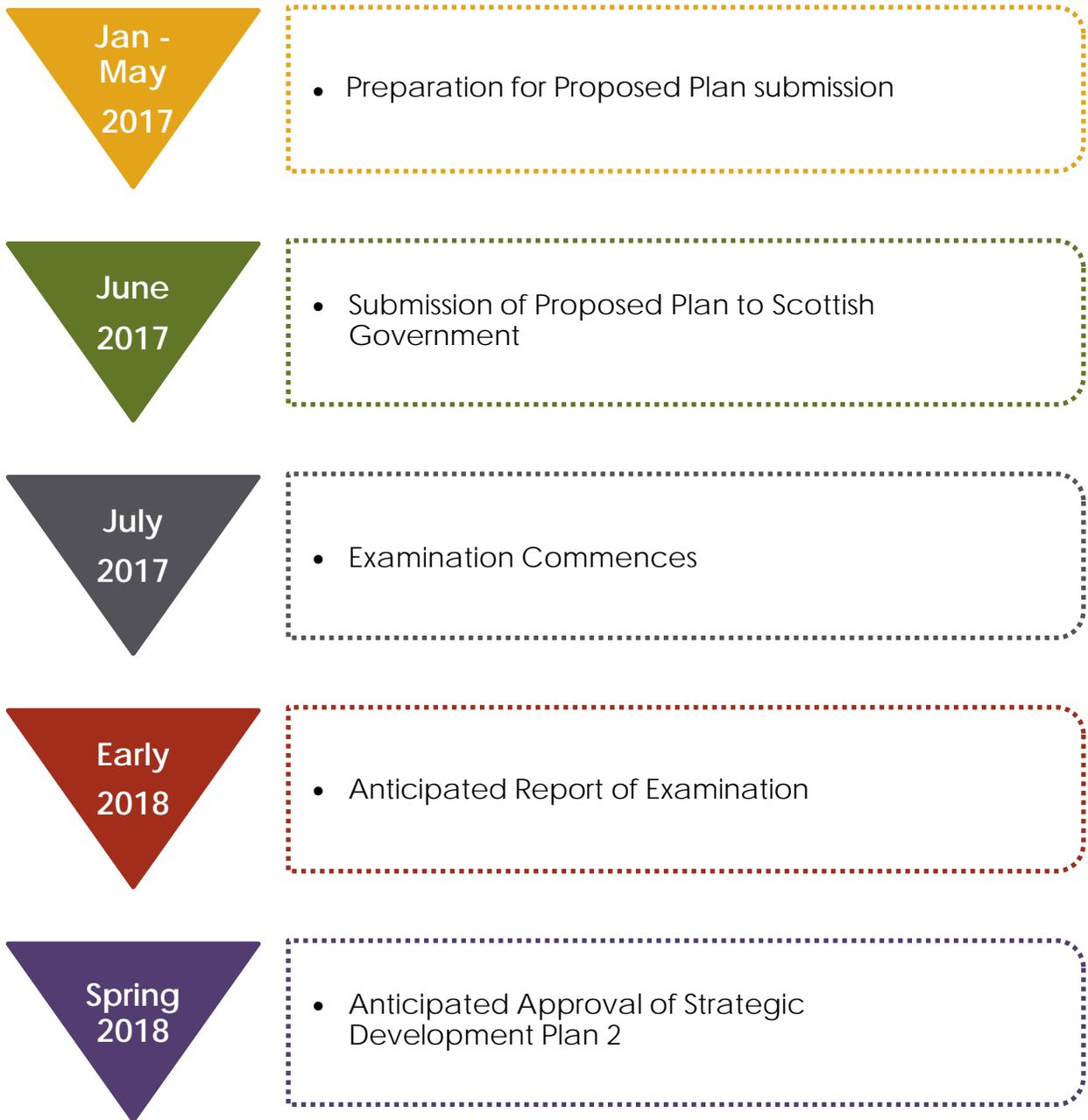
Delivery

The Proposed Plan is accompanied by an Action Programme indicating delivery timescales, how the plan will be delivered and by whom. The Action programme is updated at least every two years and is expected to be updated following approval of the Proposed Plan.

Preparation of Supplementary Guidance on two key subject areas - the Cross-Boundary Transport Contributions Framework and Cross-Boundary Green Network Frameworks for Edinburgh and West and Edinburgh and East is included within the Purposed Plan. These documents are expected to be published within one year of Plan approval and will be used to inform Local Development Plans and others to deliver these policy areas within the Plan.

2 Recent Progress and Future Milestones

Figure 2.1 Development Plan Timeline



Engagement and Participation 3

Participation Statement**Our aims**

We will raise awareness of Strategic Development Planning in SESplan while engaging and involving key stakeholders throughout the plan making process.

We will:

- Develop awareness of SESplan through communication and promotion;
- Seek ways to engage with and involve key stakeholders throughout the whole process of producing the Strategic Development Plan;
- Make information available as early as possible;
- Produce information in an easy to use format;
- Ensure that arrangements for participation are as inclusive and open as possible; and
- Offer the opportunity to be involved to as many stakeholders as possible.

SESplan will use a number of tools to reach as wide an audience as possible using methods which are practical and available to us. In particular we will:

- Make extensive use of electronic communication including our website, social media, consultation portal and those of our Local Authority partners, to promote plan awareness and encourage engagement;
- Build on existing partnerships and working relationships, for example with key agencies and regional economic groups, to facilitate greater input; and
- Develop individual strategies on how best to engage with key stakeholders, recognising the limitations of a one size fits all approach.

Best Practice

SESplan aim to exceed the minimum requirements as set out in the Planning etc, (Scotland) Act 2006 and supporting Regulations. To facilitate this we will:

- Look to guidance, such as that provided by PAS (Planning Aid Scotland) and other resources, when completing and assessing our engagement plans and actions;
- Make our engagement plans public documents available before periods of engagement;
- Ensure material is written in clear, plain English with attractive and effective graphics; and
- Communicate with stakeholders throughout the consultation process and provide updates as the plan progresses.

3 Engagement and Participation

Overview of Engagement for SDP2

1. **Spring 2014 - Influence the Plan public Early Awareness Raising.** This was the first stage of input to the second Main Issues Report. The purpose was to generate interest, increase awareness of and get early input into the Main Issues Report.
2. **Summer 2014 - Housing Need and Demand Assessment Consultation.** This consultation ran for 8 weeks and included 4 public events.
3. **Preparation of Main Issues Report** - During the preparation of the Main Issues Report discussions were held with relevant stakeholders and key agencies to inform the content of the document.
4. **The Main Issues Report consultation:** This took place in summer/autumn 2015 over a 10 week period. The responses are being used to inform the proposed Strategic Development Plan.
5. **Early 2016 - Preparation of the Proposed Strategic Development Plan:** Stakeholders including Key Agencies and member authorities were involved in the preparation of the Proposed Plan.
6. **October - November 2016 - Proposed Strategic Development Plan:** Consultation took place over a six week period and all stakeholder were invited to make representations on the plan.

Figure 3.1 Recent Engagement



Engagement and Participation 3

Proposed Plan Consultation Overview

3.1 SESplan's consultation during the preparation of the proposed plan took the form of three stages. This included early engagement through a survey prior to the Main Issues Report in 2014, an extended period of consultation including public events for the Main Issues Report in 2015 and further public events as part of the Proposed Plan Publication in 2016. Meetings and workshops also took place throughout the period with Key Agencies and other stakeholders.

3.2 SESplan have succeeded in increasing the number of individuals and community groups who have made comment on Plan documents or attended consultation events.

Key Proposed Plan Activities

3.3 SESplan employed a range of techniques to promote the SESplan Proposed Plan to ensure coverage of different stakeholders and demographics. These have included:

updating our website to become more user friendly and making it clear where people can access the Proposed Plan;

- use of social media in particular twitter to promote the plan at all stages (noting that our followers have significantly increased);
- use of posters in libraries and council buildings;
- emails and letters sent to everyone on the SESplan database (over 1000 individuals, organisations and groups);
- emails and letters sent by SESplan member authorities to those on LDP contact databases; an attractive SESplan Proposed Plan leaflet was produced giving an 'easy read' explanation of what the plan did, who SESplan are, how and when to respond and how to contact us;
- over 250 Community Councils in the region sent an information pack containing a copy of the Proposed Plan, SESplan Proposed Plan leaflet and posters they could use;
- public events took place in each of the six member authorities including a drop-in session, presentation and Q&A. All documents and large format diagrams were made available and members of SESplan and LDP teams were in attendance to answer questions;
- three press releases and a press advert where used to promote the publication of the plan;
- copies of the plan where made available in council offices and all libraries in the region;
- and,
- in addition, the Proposed Plan was made available on our website two months before publication started and we wrote to everyone who had previously responded to a SESplan consultation to let them know.

Best Practice

3.4 To aid engagement SESplan prepared and overarching Stakeholder Strategy and Proposed Plan Engagement Action Programme and made these publically available in advance of the publication of the plan. These looked at how we would engage with particular stakeholders. Comments on these documents were also invited.

3.5 SESplan also assessed the proposed actions of the Proposed Plan consultation against PAS's SP=EED principles to ensure the activities met with best practice advice.

3 Engagement and Participation

Plan Production

- SESplan worked with A+DS to storyboard the plan to make it a well presented, graphics based and well laid out document which would be easy to find information in. Specifically, we used colour coding to sections, produced a ‘vision index’ page aligning the content of the vision with the content of the plan;
Diagram/maps were produced with the aim of using a consistent format that was attractive and conveyed complex spatial planning information in an understandable way;
- SESplan worked to plain English guidance on writing to ensure the text could be as accessible as it could be.

Ongoing Engagement

In addition to set consultation periods, SESplan consider it important that communication with key stakeholders and the wider public is maintained. Figure 3.2 sets ongoing activities which SESplan undertake.

Figure 3.2 Ongoing Engagement

	Frequency	Description
Development Plan Scheme	Annual	Published at least annually. Describes plan and guidance timescales along with consultation methods. Available on the SESplan Website and in libraries.
SESplan Website	Ongoing	www.sesplan.gov.uk updated frequently with news. Contains all current and proposed SESplan publications and committee papers.
Consultation Portal	Ongoing	Updated when new consultations commence and gives continuous access to comments on previous SESplan consultations.
Contacts Database	Ongoing	List of contact details for people who have responded to SESplan consultations or have signed up for information. Used to give news and updates on the Plan.
Social Media	Ongoing	Regular use of Twitter and growing followers. Used to post updates and planning news.
SDPA Liaison	Annual	The four SDPAs meet at least annually to shared ideas and best practice.

How to get Involved 4

SESplan aim to make it as easy as possible for people to get involved in preparing the Strategic Development Plan by making access to information and communication with us as straightforward as possible. Updates on the plan's progress and opportunities for comment will be well publicised at all key stages. The main way to keep up to date is through our website www.sesplan.gov.uk and our online consultation portal sesplan-consult.objective.co.uk/portal.

On our website you will find:

- All Strategic Development Plan related documents;
- Details of upcoming SESplan Joint Committees and the papers;
- Up to date news of progress on the Strategic Development Plan and other related news stories and press releases;
- Details of upcoming SESplan related events; and
- Links to relevant websites including our consultation portal.
- The SESplan Consultation Portal gives you the opportunity to get involved in consultations and tell us what you think. Your views are important to us and we take them into consideration when making decisions about what we do and how we do it. You can use the portal to:

- Search and view current and past consultations;
- Submit comments online on live consultations; and
- Access the results of past consultations.
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You can register for the portal here: sesplan-consult.objective.co.uk/common/register

Contact Us

If you want to be involved in the process you can contact us by:

Telephone: **01506 282883**

Email us at: **contactus@sesplan.gov.uk**

In writing:

SESplan, Civic Centre, Howden South Road, Livingston, EH54 6FF



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