

For Decision	✓
For Information	

ITEM 6 – DEVELOPMENT PLAN SCHEME 8

Report by: Ian Angus, SDP Manager

Purpose

This report presents Development Plan Scheme number 8 (DPS 8) for approval by the Joint Committee. Preparing and 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 7 was approved by SESplan Joint Committee on 30 March 2015. The proposed DPS 8 is attached as Appendix A to this Report.

Recommendations

It is recommended that the SESplan Joint Committee:

- a) approves the proposed Development Plan Scheme (DPS 8) including the timeline and Participation Statement for SDP2 for publication and submission to Scottish Ministers as set out within Appendix A 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 8 prior to publication.

Financial Implications

Any costs related to publishing the DPS are allowed for and will be met from within the Operating Budget 2015/16 as approved by the Joint Committee on 15 December 2014.

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 being followed.
- 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 sets out the authority's proposals for public involvement in plan-making.
- 1.5 It is proposed that the Stakeholder Strategy to be considered by the Joint Committee sets out SESplan's commitment to developing wider stakeholder relationships, informs Project Planning and serves as a basis for the preparation of detailed Engagement Action Plans for key plan stages such as the Main Issues Report or Proposed Plan.
- 1.6 The proposed DPS 8 includes the timetable and Participation Statement for SDP2. If, in the Examination of the Proposed Plan, following its submission to the Scottish Ministers, the Reporter is not satisfied that the authority has conformed to the Participation Statement, he or she may suggest (but not require) that further consultation takes place. Such a scenario could significantly extend the timescale for

bringing forward the SDP. To minimise this project risk, it is important that the details set out in the Participation Statement are ambitious but also sufficiently flexible and deliverable.

2. Publication and Circulation

- 2.1 Following approval of DPS 8 by the Joint Committee, it will be made available on the SESplan website. A small number of 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.
- 2.2 Information on the publication of DPS 8 will be noted in the [SESplan website](#), E Bulletin and via the [SESplan Twitter](#) account. It will be distributed to all those who have registered an interest in SESplan, including all those who have previously made submissions in response to our consultations.

Appendices

Appendix A – Development Plan Scheme 8

Report Contact

Report Agreed by: Ian Angus, SESplan Manager

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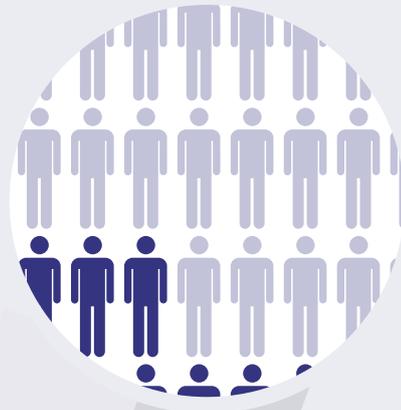
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SESplan

The Strategic Development Planning Authority
for Edinburgh and South East Scotland

Development Plan Scheme No.8

March 2016



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1 Background

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, part of 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 a main purpose to approve progress on the Strategic Development Plan. For 2016 and 2017 the Joint Committee Convener is Councillor S Bell of Scottish Borders Council and the Vice Convener is Councillor L Laird of Fife Council.

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 are 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
4. The Local Development Plans - Under preparation

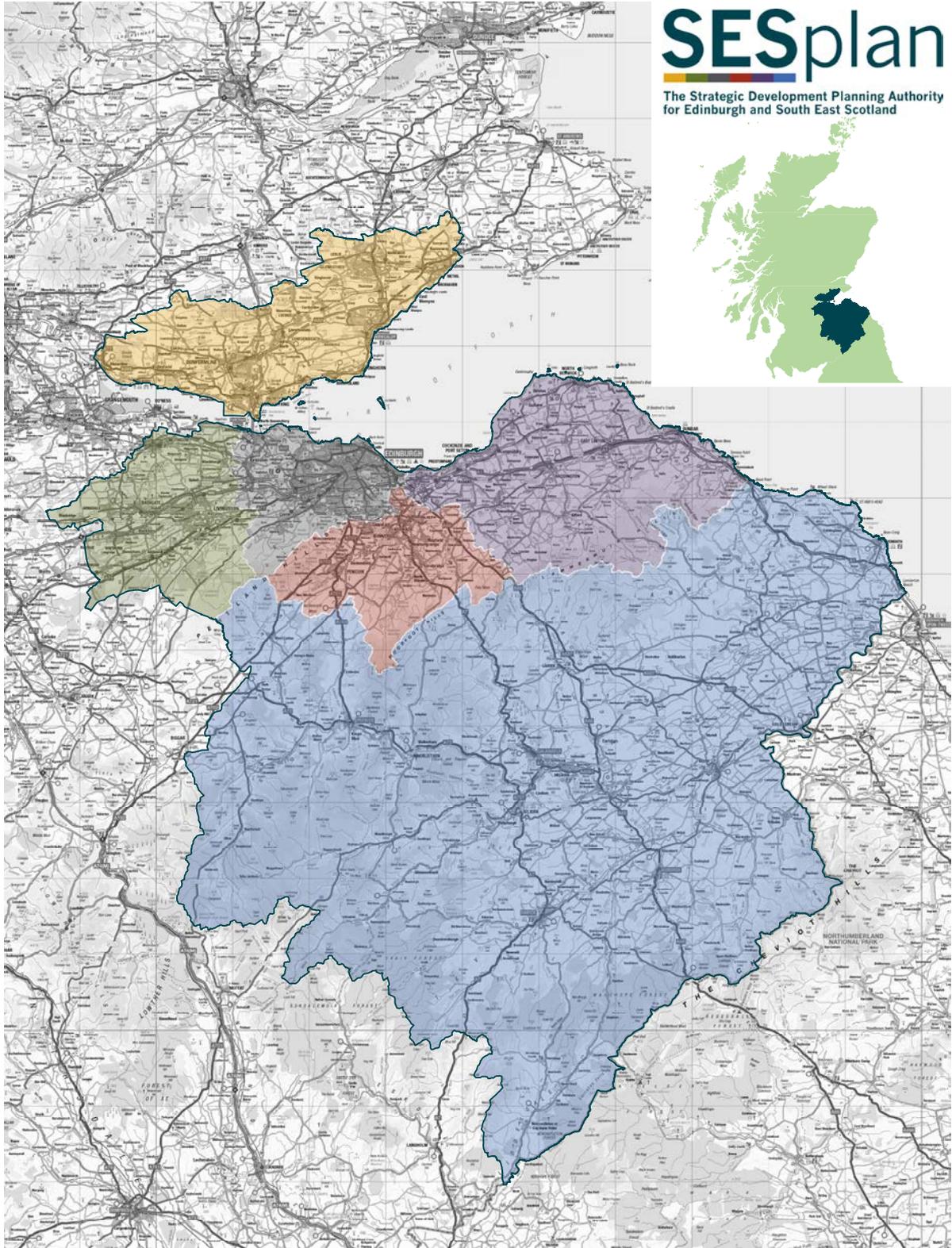
Background 1

Six authorities make up the Edinburgh and South East Scotland Region



1 Background

Figure 1.1 SESplan Area



Background 1

The Development Plan Scheme

The Development Plan Scheme sets out our current programme for preparing and reviewing the Strategic Development Plan. We update the scheme every year to keep you informed about the Strategic Development Plan's progress. The scheme includes:

- A proposed timetable for preparing the second Strategic Development Plan
- 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
- Details on how you can make responses or representations at relevant stages

The Development Plan Scheme also clearly sets out how you can access documents both electronically and in hard copy. The Development Plan Scheme is required to be 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 this could lead to a further update of the Development Plan Scheme.

2 Recent & Future Progress

2 Recent & Future Progress



Recent Progress

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 offices and in all 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.

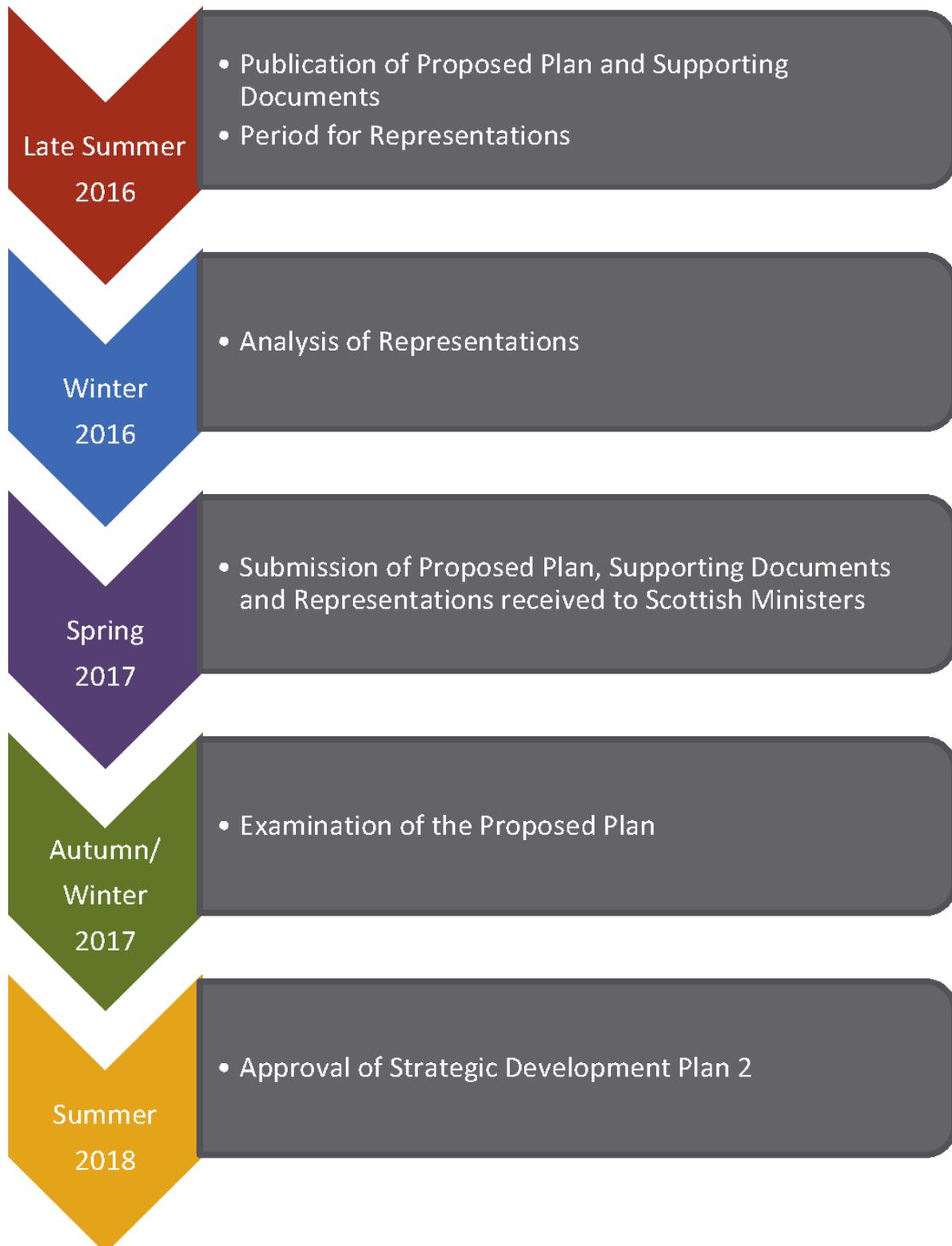
The second SESplan Main Issues Report was published on 21 July 2015. During a 10 week consultation period SESplan received 245 responses, this was higher than many previous consultations undertaken by SESplan. These responses are now helping to shape the next stage in the plan preparation process, the Proposed Plan.

Future Milestones

A timescale of the various key plan making stages, including consultation periods and documents that are required as part of the preparation process for the second Strategic Development Plan, is illustrated in Figure 2.1 SDP2 Timeline.

The timeline does not include a potential modification stage following the Proposed Plan Period of Representations. If this is required then the timescale will be amended accordingly and a revised Development Plan Scheme will be published.

Recent & Future Progress 2

Figure 2.1 Strategic Development Plan Timeline

3 Engagement & Participation

3 Engagement & Participation

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 within means 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 will 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 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
- Communicate throughout the consultation process and provide updates as the plan progresses

Engagement & Participation 3

Recent Engagement

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 will be involved in the preparation of the Proposed Plan.

Figure 3.1 Recent Engagement



3 Engagement & Participation

Main Issues Report 2 Consultation Key Points

- 10 Week consultation ran from 21 July -30 September 2015
- 245 responses received making 2,780 comments
- Response rate was higher than previous SESplan consultations
- Responses came from a broad range of stakeholder groups with significant increase in the number and proportion of community groups and members of the public responding
- Community drop in and community group events were hosted throughout the region
- Local authority planning teams were involved in the consultation
- An event was held to discuss the Main Issues Report with Community Planning Partnerships
- Workshops were held with Elected Members across the member authorities
- Three theme events on A Place to do Business, A Place for Communities and A Better Connected Place were held with guest speakers and open to all stakeholders
- An Easy Read Guide and summary leaflet were produced to assist in engaging more people with the Main Issues Report
- Emails and letters were sent to everyone registered with SESplan inviting them to take part and comment
- A statutory notice was published in the Scotsman newspaper, the Main Issues Report and Consultation was promoted on Twitter, Facebook and in E-bulletins and newsletters of our partners
- Copies of the Main Issues Report and supporting documents were made available online, in libraries and local planning offices



Engagement & Participation 3

Figure 3.2 Upcoming Engagement

Engagement	Purpose and Method	Timescale
Proposed Plan Period for Representations	This is the formal opportunity to make representations to SESplan on the content of the plan.	Late Summer 2016

Figure 3.3 Ongoing Engagement

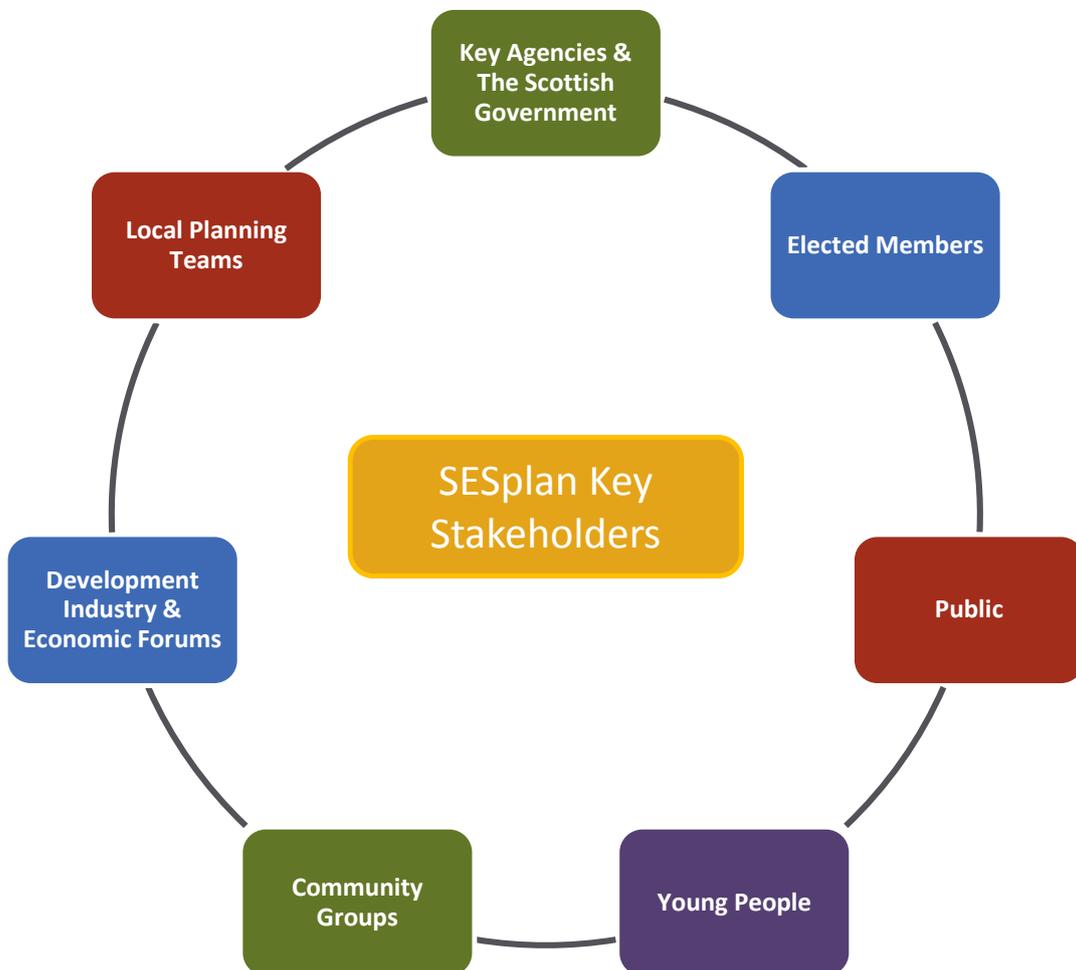
Engagement	Purpose and Method
Development Plan Scheme	Published at least annually on the SESplan website and hard copies placed in local libraries across the SESplan area.
SESplan Website and Consultation Portal	The SESplan website is updated regularly with news, publications and information. All documents related to SESplan are published on www.sesplan.gov.uk .
E-Bulletin	E-Bulletins are sent out on a regular basis to inform all those who have a registered interest with SESplan of any news or updates. This is sent to a variety of stakeholders including previous respondees to our consultations, Community Councils and Councillors.
Joint Working between Strategic Development Planning Authorities	The four SDPAs meet at least once annually to discuss and share best practice. The SDPA managers meet regularly throughout the year and there is ongoing contact between officers.
Social Media	We regularly use Twitter and Facebook to post updates and other planning news. Follow us @SESplan or Like our Facebook page.
Other	Various methods of engagement such as press releases, questionnaires, advertisements, mail outs, presentations and visual displays may be used throughout the year.

3 Engagement & Participation

Proposed Plan Period for Representations

The Proposed Plan Period for Representations will be held in late summer 2016, this will be a six week period where all stakeholders are invited to submit their support for the plan or what changes should be made with justification for any such changes. The SESplan Key Stakeholders are identified in Figure 3.4. After the Period for Representations the Proposed Plan will be submitted to Scottish Ministers for Examination provided there are no modifications required.

Figure 3.4 SESplan Key Stakeholders



How to get Involved 4

4 How to get Involved

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 b and other related news stories and press releases
- Details of upcoming SESplan related events
- 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
- Access the results of past consultations

You can register for the portal here: <http://sesplan-consult.objective.co.uk/common/register.jsp>.

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:

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SESplan

The Strategic Development Planning Authority
for Edinburgh and South East Scotland



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