

Frequently Asked Questions

Who we are and what various documents are for

1. Who is TAYplan and what does it do?

TAYplan is the Strategic Development Planning Authority covering the Dundee City, Perth and Kinross, Angus and the North part of Fife. Its joint committee is made up of three councillors from each of the four local authorities. TAYplan has a legal duty to produce, monitor and keep up to date a Strategic Development Plan which covers the four local authorities but excludes the parts of Perth and Kinross and Angus that are covered by the Loch Lomond and the Trossachs and the Cairngorm National Parks using the pre 2010 boundaries. The area presently covers the northern part of Perth and Kinross that became part of the Cairngorm National Park in 2010.

2. What is a Strategic Development Plan?

A strategic development plan sets out land use planning policy covering the big changes that will affect our lives over a 20 year period, in our case 2012 to 2032. It will set out a vision of how the region will change during the plan period and a spatial strategy which explains where development should and should not go. Once approved the Strategic Development Plan for the TAYplan region will replace the presently approved Structure Plans for Dundee and Angus (2002), Perth and Kinross (2003) and Fife – for the North part of Fife only (2009). It will then set the context for Local Development Plans which will be produced by each of the four councils. The Strategic Development Plan must be reviewed within every five years of approval.

3. What is the Proposed Strategic Development Plan Stage?

The Proposed Strategic Development Plan sets out TAYplan's provisional view on what it thinks should be the final contents of the Strategic Development Plan for the region. The Proposed Plan sets out land use planning policies for the period 2012-32. It covers the scale of growth and where development should and should not be.

4. What is an Action Programme?

The Action Programme accompanies the Strategic Development Plan. It identifies the key actions needed to ensure the successful delivery of the Plan's policies and proposals. These are set out in a schedule illustrating key actions, those responsible for delivery and the anticipated timescales. The Action Programme must be updated every two years.

5. Who is required to agree the Action Programme?

The Strategic Development Planning Authority must involve key Scottish Government Agencies and consider their views in the preparation of the Action Programme. This is because many of the actions will be delivered by those key agencies. The Action Programme will be agreed and then adopted by the Strategic Development Planning Authority. This must occur within three months of Scottish Ministers approving the Plan to which it relates.

6. Who is responsible for all of the Actions set out in the Action Programme?

These will vary depending on the actions. The Action Programme sets out a Schedule which is broken down into National level projects which affect the region

and actions that will be led by public and private sector bodies within the region. Each action includes a lead organisation and other bodies that may be involved.

7. Who will deliver the Plan?

Although the planning system will be responsible for the decision making framework for development and the decisions themselves it will be other parts of local authorities; public sector agencies and the private sector that are responsible for the delivery of development. These are detailed in the Proposed Action Programme.

8. How have you considered transport issues?

A transport assessment was carried out during the production of the Proposed Plan to understand the impact that the preferred strategy defined in the Main Issues Report would have on the national transport network. TAYplan worked closely with Regional Transport Partnerships and Transport Scotland both in the production of this assessment and the production of the Main Issues Report (2010) and the Proposed Plan (2011).

9. How have you considered environmental issues?

The Strategic Environmental Assessment (SEA) exercise and the Habitats Regulations Appraisal (HRA) have jointly helped us to understand the environmental implications of the plan whilst in production. We have also worked closely with Scottish Natural Heritage, Scottish Environment Protection Agency, Historic Scotland and the Forestry Commission in producing the Main Issues Report (2010) and the Proposed Plan (2011). Historic Scotland, SNH and SEPA were very strongly involved in the SEA and the HRA.

10. What is a Strategic Environmental Assessment (SEA)?

The law requires development plans to be subject to Strategic Environmental Assessments (SEA). If aspects of the environment such as plants and animals, water quality, historic features and human health are considered whilst the plan is being prepared, then it can be modified to avoid or limit harmful effects and to promote or increase positive effects.

11. What is a Habitats Regulations Appraisal?

Habitats Regulations Appraisals are legally required to consider whether Development Plans are likely to have a significant effect on European Designated Sites (Natura 2000). Where this is the case, an Appropriate Assessment of the likely impacts should be carried out. Natura 2000 sites are European designations for habitats and birds and include Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar Sites.

12. Why has the SEA not been modified since the Main Issues Report?

A strategic Environmental Assessment was carried out at Main Issues Report stage in 2010. Its conclusions have been taken into account in the preparation of the Proposed Strategic Development Plan. Perth and Kinross Council, as responsible authority, and Scottish Natural Heritage, Scottish Environment Protection Agency and Historic Scotland have confirmed that they do not consider there to be a need for further SEA work to support the Proposed Strategic Development Plan.

13. What is an Equalities and Human Rights Impact Assessment?

The equalities and human rights impact assessment involves thinking through the potential consequences of policies and functions on both the identified equality target groups and society at large. Whilst it is not a requirement for TAYplan to carry out a Human Rights Impact Assessment, human rights issues have been considered alongside equalities as the objectives of both are often complimentary.

14. How did you take account of comments I made at Main Issues Report Stage?

All responses to the consultation on the Main Issues Report (April to July 2010) were considered over the summer and autumn of 2010. These have helped to shape the policy framework in the Proposed Strategic Development Plan. A schedule of all representation made during the consultation was published in August 2010. We have now republished this information in a new schedule of all representations which also contains TAYplan's response to them. This has been published alongside the Proposed Strategic Development Plan. There is no requirement for TAYplan to do this but it is considered important in being open and transparent.

Representations at Proposed Plan Stage

15. What are representations?

Representations are where people and organisations tell us whether they think changes should be made to documents or if they support them as written and do not wish to see them change.

16. What can I make representations on?

You can make representations on any part of the:

- Proposed Strategic Development Plan
- Proposed Action Programme
- Equalities and Human Rights Impact Assessment

17. What if I want to make representation on more than one thing?

You can. It is best to complete a separate response form for each different issue or part of a document that you want to make representations on. This helps us to quickly and easily understand different points relating to different parts of the documents you are commenting on. You can complete as many response forms as you need to.

18. What if I don't like something in the documents?

If you wish to see a change(s) somewhere, however small, you need to say so. You also need to explain what changes you wish to see made and why. This helps us to clearly understand your views.

19. What if I like something in the documents and don't want to see it change?

If you support something strongly and do not wish to see it change then it is helpful to say so in your representations and explain why. This helps provide a balanced point of view on issues.

20. What if I send my representations in after 1st August 2011?

Late responses are unlikely to be considered.

21. Why is the period for representations 8 weeks long?

Planning authorities are required to run a period for representations for at least minimum of 6 weeks and a maximum of 12 weeks. Our period for representation runs for 8 weeks from 6 June 2011 to 1 August 2011. All documentation and material has been in the public domain since 8 February 2011 (a total of 6 months by the time of 1st August 2011).

22. How can I make Representations?

It is best to make representations online using the TAYplan internet portal. Making representations through our website www.tayplan-sdpa.gov.uk is quick and easy. There is a standard form for making representations. Responding in this way helps us to process your representation quickly and also reduces the cost and environmental impact of this exercise.

23. Why should I complete my representations online?

Completing representations online is quick and easy. It also allows us to process and consider your comments much more quickly than hard copies. It also allows us to group representations which raise similar issues quickly and efficiently. This contributes to speeding up the planning process. It also reduces the operational cost and environmental impact of the exercise compared with submitting paper copies.

24. What if I want to respond online but do not have an email account?

It doesn't matter. You do not need to have an email account to respond online using the TAYplan Internet Portal. This means that you could register and make representations using computers at your local public library or other publicly accessible computers with internet access.

25. How do I make representations online using the TAYplan website?

- a. Visit www.tayplan-sdpa.gov.uk and then click on the link to the TAYplan internet portal.
- b. Login or register (you must be registered to comment online).
- c. View the document(s).
- d. Complete the online representation form.
- e. Submit the form or save it and return to make amendments later.
- f. Complete additional forms to make further representations.

For more details look at the *Making Representations Online: A User Guide*. This can be accessed from the TAYplan home page and the TAYplan Proposed Plan Portal.

26. How do I register to use the online response forms?

- a. Go to www.tayplan-sdpa.gov.uk.
- b. Click on the link to the TAYplan Internet Portal
- c. Click login/register
- d. Click register and follow the instructions.

Further details can be found in *Making Representations Online: A User Guide*.

27. How do I complete the online response forms?

- a. Go to www.tayplan-sdpa.gov.uk.
- b. Click on the link to the TAYplan Internet Portal

- c. Click login/register
- d. Click login (register if you have not done so)
- e. Click on the document you wish to comment on
- f. Click read document
- g. Follow the online questionnaire which accompanies the document and complete all questions
- h. Cancel, save and return later or submit your comments
- i. Click the link the complete another response form to make further representations on other parts of the document

Further details can be found in *Making Representations Online: A User Guide*.

28. If I respond online Should I also send you a hard copy letter and email as out of courtesy?

No. Please do not do this as it requires us to take additional time to process and consider replications of existing representations. We will be more than happy to confirm via telephone that your representation(s) have been received.

29. I want to attach a document to justify/support my representation?

You can attach documents to support or justify your representation. However, there are some important considerations you need to recognise:

- Please do not include signatures or contact details that you would not otherwise wish to disclose.
- Please do not rely on the attachment as the sole justification for your representation. In other words please summarise your attachment in the response form under the questions which asks you to provide your reasons.
- Please attach documents in PDF or Microsoft Office 1997-2003 formats.

30. How do I know my online representation has been received?

Once you submit your comments the system will email you to tell you this. You can also check by logging in and clicking on 'my account'. This will list the status of all of the material you have saved or submitted.

You are also welcome to telephone us and we can check for you from our end to make sure this has been received.

31. What if I do not have access to a computer or the internet?

You can still make representations even if you do not have access to a computer or the internet. Either:

- Contact us and we will post you a hard copy form(s) for making representations
- Or:
- Write to us telling us the following things which document you are commenting on and the page number and the specific part of the document. Tell us if you want to see a change to the part you are commenting on and what the change is and why. If you are supporting something please tell us which bit should remain unchanged and why.

32. What do you do with my contact details and do you share them with anybody?

Your contact details are held in a password protected system.

When we submit all the representations that have been made to the Scottish Ministers along with the Proposed Plan this will include your contact details if you have made a representation. The Scottish Government's Directorate for Planning and Environmental Appeals (DPEA) will need this because they may need to contact you if they wish to invite you to the examination in public to discuss your representation.

33. Will my representations be made publicly available?

Yes. All representations will be made publicly available and anybody will be able to see who has said what. This is part of the openness and transparency of the planning system. We will publish your name/organisation and address.

34. Where can I see what other people have said in their representations?

You can presently see all responses made to the TAYplan Main Issues Report, Environment Report and Equalities and Human Rights Impact Assessment (2010). These are contained in the Schedule of Responses to Representations Received at Main Issues Report Stage (2011).

You will be able to see all representations made on the Proposed Strategic Development Plan, Proposed Action Programme and Equalities and Human Rights Impact Assessment (2011). These will be made publicly available during Autumn 2011. You will also be able to see the Schedule 4 summaries of the representations from Autumn 2011.

After 1st August 2011

35. What do you do with my representations?

Once the period for representation closes (1 August 2011) we will consider all of the representations that we have received. We will group them where they raise similar issues. We will then produce something called a Schedule 4 for each issue. This summarises the points made on similar issues, those who raise them, any changes proposed and TAYplan officers' response.

36. What happens next?

The TAYplan Joint Committee will meet on 25th October 2011 to decide whether to modify the Proposed Plan, Proposed Action Programme or Equalities and Human Rights Impact Assessment. There are two options:

1. If Joint committee decides to make further modifications to the Proposed Plan then the present timetable will be delayed for a further period of representations. This is to allow people to consider the modifications and submit representations on them. If the modifications are very substantial it may be necessary to return to the start of the process and publish a new main issues report.

Or;

2. If the Joint Committee decides to make no modifications to the Proposed Plan then it will be submitted to the Scottish Ministers by January 2012 along with supporting documents. All representations and their Schedule 4s will be forwarded to the Scottish Ministers as 'unresolved representations'. These will be considered at the examination in public; a requirement if there are unresolved representations.

37. What is the examination in public?

The examination in public is to independently test the issues arising from the representations made on the Proposed Strategic Development Plan. It will focus on the issues raised rather than every individual representation and there will be no automatic right to be heard. The format will vary and can take the form of hearing sessions or be done by correspondence. The decision for whether there is an examination will be taken by Scottish Ministers. They will appoint a reporter(s) to examine the plan where:

- a. There are unresolved issues; or,
- b. The proposed plan contains alternative proposals; or,
- c. They otherwise consider an examination to be appropriate.

38. Do I have an automatic right to be heard at the Examination in Public?

There will be no automatic right to be heard at the examination in public.

39. When do you anticipate the Plan being approved by Scottish Ministers?

This is difficult to predict because it will be dependent on the outcome of the period for representations, and the examination in public. However, if the Proposed Strategic Development Plan is submitted to Ministers in January 2012 and followed by an examination in public, it is likely that Ministers will have made a decision to approve, modify or reject the Plan between summer and the end of the year.

40. Where can I find out more about examinations?

More details can be found on the website of the Scottish Government Directorate for Planning and Environmental Appeals (DPEA) -

<http://www.scotland.gov.uk/Topics/Built-Environment/planning/decisions-appeals/Appeals/PlanInquiries/Q/editmode/on/forceupdate/on>

41. How will I find out about future stages?

TAYplan will continue to produce newsletters and email updates to those who are registered on the TAYplan internet portal. You can also keep up to date by checking our website – www.tayplan-sdpa.gov.uk

Our Development Plan Scheme (2011) sets out the key stages and timescales for the preparation of the Proposed Strategic Development Plan.

We will also advertise in local libraries and on our website key dates for the Examination in Public, decisions by Scottish Ministers and publication of the Strategic Development Plan when approved.

Accessing information and finding our more

42. Where can I access information and copies of the documents?

All documents can be seen in electronic format at www.tayplan-sdpa.gov.uk and then click on the link to the TAYplan Internet Portal; or, Publications. You can only make representations online using the Portal.

You can inspect hard copies of the documents at all public libraries within Dundee City, Perth and Kinross, Angus and North Fife. Hard copies are also available for inspection at council planning offices and council local/area/access offices.

43. What are your contact details?

Email – Contactus@tayplan-sdpa.gov.uk

Phone – 01382 307180 (between hours of 9 and 5 Monday to Friday)

Postal – TAYplan SDPA, Proposed Plan Representations, Enterprise House, 3 Greenmarket, Dundee, DD1 4QB

44. Where can I find more details about specific issues raised in the Plan?

TAYplan has produced seven topic papers which can be viewed alongside the Proposed Plan. These describe in more detail some of the evidence and approach to issues from Main Issues Report through to Proposed Plan:

- Topic Paper 1: Vision and Objectives
- Topic Paper 2: Growth Strategy
- Topic Paper 3: Resource and Climate Change
- Topic Paper 4: Place Shaping
- Topic Paper 5: Town Centres
- Topic Paper 6: Spatial Strategy
- Topic Paper 7: Transport

45. I want to talk to somebody about something in the documents that interests me, where can I do this?

We are holding information events during June 2011 for interested parties to attend, find out more and talk to staff about issues which interest them. Alternatively you can telephone on 01382 307180 or you can email contactus@tayplan-sdpa.gov.uk.

46. When and where are you holding information events?

The following information events are being held across the region

Location	Date	Time	
Dundee	7 June 2011	2pm – 8pm	Enterprise House, 3 Greenmarket, Dundee, DD1 4QB
Crieff	8 June 2011	2pm – 8pm	Community Campus, Pittenzie Road, Crieff, PH7 3RS
Forfar	9 June 2011	2pm – 8pm	Langlands Primary School, Glamis Rd Forfar, DD8 1JY
Cupar	14 June 2011	2pm – 8pm	County Buildings, St Catherine Street, Cupar, KY15 4TA
Kinross	15 June 2011	2pm – 8pm	Loch Leven Community Campus, Kinross High School, The Muirs, Kinross, KY13 8FQ
Arbroath	16 June 2011	2pm – 8pm	Careers Scotland Office (Formerly the Business Gateway) Marketgate, Arbroath DD11 1AT
Montrose	20 June 2011	2pm – 8pm	The Park Hotel, John Street, Montrose, DD10 8RJ
St Andrews	21 June 2011	2pm – 8pm	St. Andrews, Town Hall, Queens Gardens, St. Andrews, KY16 9TA
Pitlochry	22 June 2011	2pm – 8pm	Fishers Hotel, Atholl Road, Pitlochry, PH16 5BN
Perth	27 June 2011	2pm – 8pm	The Bell Sports Centre, Hay Street, Perth PH1 5HS
Blairgowrie	28 June 2011	2pm – 8pm	Town Hall, Brown Street, Blairgowrie

47. Why have you not targeted shopping centres for the Proposed Plan information events?

TAYplan held two information days in shopping centres during the Main Issues Report Consultation in summer 2010. Although these allowed us to meet many people they did not yield the high levels hoped for. In this way they did not offer the best value for money or the best basis from which to run events for Strategic Development Plans. They were no more beneficial than running information events.