

REPORT TO: DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE MEETING ON 18th FEBRUARY 2015

REPORT ON: PROPOSED DEVELOPMENT PLAN SCHEME

REPORT BY: PAMELA EWEN, STRATEGIC DEVELOPMENT PLANNING
AUTHORITY MANAGER

REPORT NO: SDPA05-2015

1.0 PURPOSE OF REPORT

- 1.1 This report sets out the Development Plan Scheme for the TAYplan Strategic Development Plan which includes a Participation Statement with a focus on the period of representations on the Proposed Plan.

2.0 SUMMARY

- 2.1 TAYplan have published a Development Plan Scheme annually which sets out some background on the Strategic Development Planning Authority, the timescales in delivering the Plan together with the Participation Statement.
- 2.2 This report sets out the Proposed Development Plan Scheme to be published in April 2015. It is this scheme, which at the outset of the Examination, the independent reporter(s) will consider whether TAYplan have conformed with the Participation Statement.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Joint Committee:
- a) Approve the revised Development Plan Scheme as set out in Appendix 1; and,
 - b) Delegate authority to TAYplan Manager to submit 2 copies of the Development Plan Scheme to the Scottish Government, as legally required.

4.0 FINANCIAL IMPLICATIONS

- 4.1 The costs incurred from the production of the Development Plan Scheme will have a minimal financial implication. The financial implications of delivering the Participation Statement for the period of representations on the Proposed Plan will be met within the existing TAYplan budget.

5.0 DEVELOPMENT PLAN SCHEMES

- 5.1 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 and review at least annually.
- 5.2 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 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.
- 5.3 Within the Scheme, there must be a Participation Statement which outlines when, how and with whom the period of representation on the Proposed Plan will take place as well as how it will be undertaken. 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. There is no requirement to consult on the content of Development Plan Schemes.
- 5.4 On submission of the Proposed Plan to the Scottish Ministers a copy of the Participation Statement is also submitted. The appointed person will consider whether the Strategic Development Planning Authority has conformed to the statement. If such person is not satisfied they are required to prepare a report setting out their reasons and recommend to the Planning Authority the actions that are required to conform. An examination and Minister's consideration of the Plan would not progress until the appointed person confirms such conformity with the legislation.

6.0 TAYplan DEVELOPMENT PLAN SCHEME 2015

- 6.1 A proposed Development Plan Scheme for the TAYplan SDPA is set out in Appendix 1 of this Report. The Scheme will supersede TAYplan SDPA's Development Plan Scheme 2014. In brief, the 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 the period of representations on the Proposed Plan; and,
 - A review of the past year.
- 6.2 The Scheme provides an overview of the Strategic Development Plan process to date, including the consultation on the Main Issues Report last year. Appendix 1 highlights the timescales, within the Scheme, which must be met to ensure submission of the Proposed Plan to Scottish Ministers by 8th June 2016, 4 years after the date of approval of the first Strategic Development Plan.

7.0 PARTICIPATION STATEMENT

- 7.1 The Development Plan Scheme sets out the proposals for effective public engagement for the period of representations on the Proposed Plan. The Participation Statement is in the Development Plan Scheme (Appendix 1).
- 7.2 A minimum period of 6 weeks is required to allow any representations to the Proposed Plan to be made (Circular 6/2103). Report SDPA 01-2015: Proposed Strategic Development Plan to this committee recommends a period of 8 weeks. In doing so, Key Agencies, adjoining planning authorities/Strategic Development Plan Areas and Scottish Ministers require to be consulted. Community Councils and all those whom made a representation at the Main Issues Report stage are notified. 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.
- 7.3 The Participation Statement outlines the methods that will be used for publicising the period for representations (including new releases, posters and a community council briefing) as well detailing the public engagement information events that will be held during May 2015, a Youth Camp in June 2015 and industry and stakeholder briefings in May/June 2015. In addition, the Participation Statement stipulates how respondents will be able to make representations.

What TAYplan Proposes to do at the Proposed Plan Stage

- 7.4 The Proposed Plan stage is where people and organisations have the opportunity to either support or object to the content of the Proposed Plan. These representations should set out any objections and say how they would wish the Plan to be modified, with suggested wording. There is no automatic opportunity for parties to expand on their representations later in the process. An 8 week period for representations will run from 11th May until 3rd July 2015.
- 7.5 As outlined in Appendix 1, the Participation Statement for the period of representations on the Proposed Plan will seek to utilise a variety of approaches and methods to help ensure interested parties are aware of this period. It is proposed this will include advertisements, awareness raising exercises such as information events, press releases, posters/leaflets, twitter, online and other publicity including:
- 4 information events (see para. 7.6 below);
 - Display stands circulated throughout public spaces in the TAYplan area; and,
 - A briefing event in late April 2015 for Community Councils and Elected Members to attend in Dundee prior to the start of the consultation.
- 7.6 More specifically, over a period of 8 weeks, 4 information events will take place within each of the constituent authority areas to ensure effective engagement. These information events will take place in Dundee, Perth, Cupar and Forfar in May and June 2015.

- 7.7 Once the dates and venues are finalised, the Participation Statement will be updated and posted on the TAYplan website and all Community Councils and elected members informed. One copy of all documents (mainly on disc) 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.
- 7.8 TAYplan will seek representations on the Proposed Plan, Proposed Action Programme and the Equalities Impact Assessment.
- 7.9 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 and hard copies of the questionnaire will be provided where people do not have internet access.

8.0 CONSULTATIONS

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

9.0 BACKGROUND PAPERS

- 9.1 Circular 6/2013: Development Planning, Scottish Government. (<http://www.scotland.gov.uk/Resource/0044/00441577.pdf>)
- 9.2 Planning etc. (Scotland) Act 2006. (http://www.legislation.gov.uk/asp/2006/17/pdfs/asp_20060017_en.pdf)
- 9.3 Town and Country Planning (Scotland) Act 1997. (<http://www.legislation.gov.uk/ukpga/1997/8>)
- 9.4 Town and Country Planning (Development Planning) (Scotland) Regulations 2008. (http://www.legislation.gov.uk/ssi/2008/426/pdfs/ssi_20080426_en.pdf)
- 9.5 Planning Advice Note 3 'Community Engagement', 2010. (<http://www.scotland.gov.uk/Resource/Doc/322754/0103851.pdf>)

Pamela Ewen
Strategic Development Planning Authority Manager
4th February 2014

Appendix 1

Development Plan Scheme (March 2015)

TAYplan

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

Development Plan Scheme

March 2015

COMMITTEE
AGENDAS
VERSION





COMMITTEE VERSION

TAYplan Development Plan Scheme

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



Where TAYplan is

TAYplan is a large area located on the East Coast of Scotland. It mostly covers the Council areas of Angus, Dundee City, Perth & Kinross and the north part of Fife Council's area (Map 1 - overleaf page 3). The TAYplan area excludes the parts of Angus Council and Perth & Kinross Council that are within the Cairngorms National Park and the Loch Lomond and the Trossachs National Park.

What TAYplan does

TAYplan has a role to prepare, monitor and keep up-to-date a Strategic Development Plan for the area. This is a land use development plan that considers the big and cross-boundary issues such as climate change, economic growth, how we use resources, house building and infrastructure.

TAYplan is one of four strategic development planning areas for Scotland's largest cities, designated by Scottish Ministers under the Planning etc. (Scotland) Act 2006.

The purpose of the Development Plan Scheme is to set out the programme for preparing and reviewing the Strategic Development Plan.

Map 1:
TAYplan Boundary



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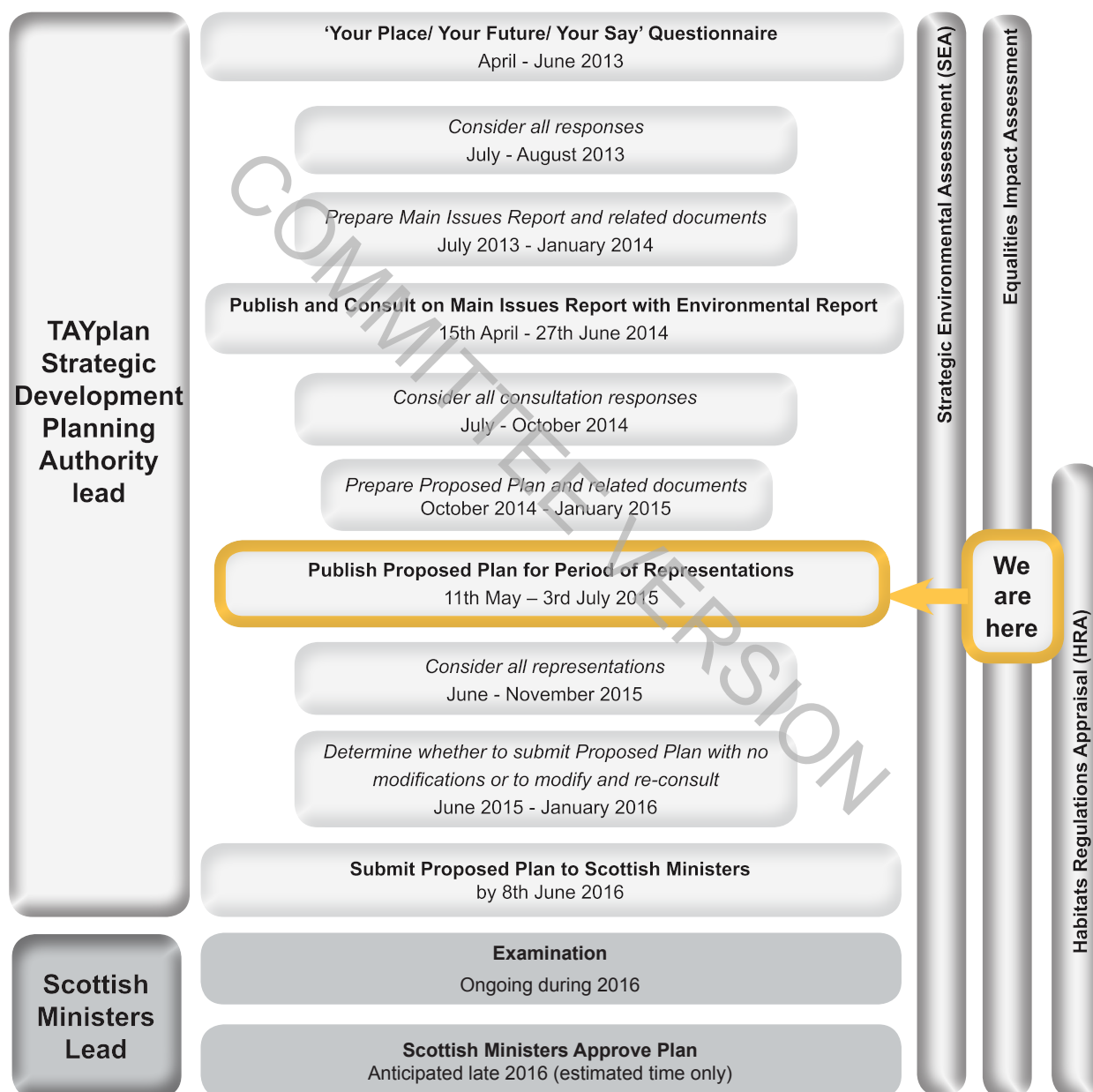
Why is this important to me?

Change is constant and so is Planning. People's lives don't stand still. Our cities, towns and countryside change too. Some changes happen overnight; others are so gradual that they may not be noticed. But if one goes back to a place not visited for some time there will always be things that have changed.

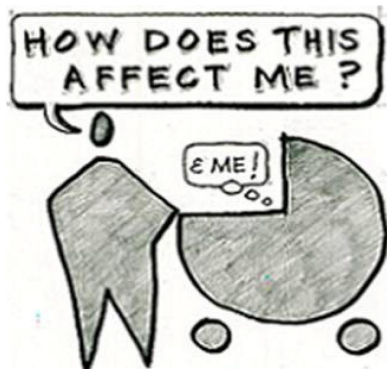
Planning is the way in which changes are managed. For some land there will be a statement in a plan showing what that land should be used for in the future. Managing change means making difficult decisions. Scotland's, and TAYplan's, population is growing. We need more jobs and homes, improved connections between places and public transport improvements, more vibrant city and town centres. We need to achieve this and grow TAYplan's economy through responding to climate change and improving the quality of life and places. TAYplan has an important role in making these changes.



Whilst TAYplan's first Strategic Development Plan was only approved in June 2012, the process is one of continual review. The existing Plan is required to be reviewed and the subsequent Strategic Development Plan submitted to Scottish Ministers within 4 years of the approval of the existing Plan. 20 years is a long time and things don't stand still. The process of continual review is important in ensuring the Plan is kept up to date. This diagram explains the process and timescales for preparing the next TAYplan.



As in the first Strategic Development Plan, TAYplan is strongly committed to encouraging interest and wide stakeholder and public involvement in the preparation of the second Strategic Development Plan.



TAYplan wishes to ensure that anyone who is interested has the opportunity to engage at an early stage in how the TAYplan area should change. If you care about your city, town, village or neighbourhood the Strategic Development Plan matters to you.

It is important that all interested parties are made aware of the Strategic Development Plan with sufficient prior notice to it taking place and have the opportunity to make representations. TAYplan will advise all Community

Councils, the TAYplan Key Stakeholders and other statutory bodies of the representation and engagement stage. TAYplan will seek to utilise a number of methods in order to communicate and publicise the Proposed Plan Period of Representations.

The engagement 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, energy and housing interests);
- Established community groups (including community councils);
- Voluntary and environmental organisations;
- Community Planning Partnerships; and,
- Youth groups and schools.

In preparing the Strategic Development Plan the Scottish Government's 'National Standards for Community Engagement' will be taken into account to allow for interested parties to be involved in the process, have a say and be listened to. TAYplan have considered different ways of engagement and will make extensive use of its website and 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 an overview reported to the TAYplan Joint Committee.

TAYplan is aware it can be difficult to engage various sections of society and organisations in strategic planning. This leaflet will assist you in explaining the importance of engaging in planning at a strategic scale (<http://ads.org.uk/urbanism/features/participate-in-plan-making>).



Proposed Strategic Development Plan period for representations

The Proposed Plan will be publically available from early February 2015 ahead of the TAYplan Joint Committee on 18th February 2015. Interested parties will be able to follow its progress through Joint Committee and ratification by the four Constituent Councils. The active phase of public involvement will commence on 11 May 2015 for 8 weeks and will close on 3 July 2015. This provides for a Period of Representations for 8 weeks within a seven month period during which interested parties can view the Plan and associated documents.

It is important that all interested parties are made aware of the period of representations on the Proposed Plan with sufficient prior notice to it taking place and have the opportunity to make representations. The Participation Statement, through this scheme, will be issued to all Community Councils, all those who made representations to the Main Issues Report, the TAYplan Key Stakeholders/agencies, adjoining authorities and other statutory bodies.

TAYplan will seek to utilise a number of methods in order to communicate and publicise the period of representations on the Proposed Plan, Proposed Action Programme and the Equalities Impact Assessment. In February 2015 the TAYplan newsletter will communicate the dates of the representation period and will be widely distributed. A copy of the documents will be available to inspect at an office of each of the constituent planning authorities and will be published on the TAYplan website. On formal publication on 11 May 2015 all documents will be displayed for reference in all public libraries in the TAYplan area.

The likely form and steps to be taken to involve the public at large are outlined below:

Advertisements

TAYplan will advertise the period for representations by buying space in the two newspapers with the greatest circulation in the area - the Courier and the Press and Journal. The first of these advertisements will be published two weeks before the start of the active part 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. The notice will also be placed on the TAYplan website. The notice will set out:

- The document 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.

News Releases

A number of news releases will be issued to media outlets including daily and weekly newspapers and websites across the TAYplan region. The press release of the Joint Committee on 18th February 2015 provided a news “hook” to highlight the period for representations. In addition, the information events will create media interest at a local level. Other press releases will be issued during the 8 week period. All news releases will remind the public of the dates for representations to be made and will provide additional information to the advertisements.

Posters/Leaflets

Visual marketing, through the use of posters and leaflets, will be used in order increase the geographic reach and penetration to advertise the period of opportunity to make representations. Posters and leaflets will be issued to planning offices, libraries, and buildings where key stakeholders are based. 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. In addition, a set of information banners will be circulated through public spaces and libraries in the TAYplan region during the period for representations.

Information Events

An important element will be the opportunity for face-to-face communication with interested parties. TAYplan will hold 4 information events in the locations identified below. The dates may be the subject of change.

Forfar	Reid Hall	Tuesday 19th May 2015	3.30pm – 7.00pm
Perth	Perth Concert Hall	Wednesday 20th May 2015	3.30pm – 7.00pm
Cupar	Corn Exchange	Thursday 28th May 2015	3.30pm – 7.00pm
Dundee	Central Library, Wellgate	Wednesday 3rd June 2015	3.30pm – 7.00pm

The events will include display stands providing information about the Proposed Plan, Proposed Action Programme and related documents. 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 will be on hand to answer questions.

Community Councils and Elected Members

Ahead of the face-to-face activity detailed above, one event will be held to brief Community Council representatives and Elected Members. This event will take place to provide more information on the representation period itself and how they can disseminate posters, leaflets and other written information materials.

Dundee	Enterprise House, 3 Greenmarket, Dundee	Tuesday 5th May 2015	6pm - 7.30pm
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Online

The period for representations will be highlighted on TAYplan's twitter, 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. In Spring 2015, an e-newsletter will be published and distributed to all those who made representations to the Main Issues Report, elected members and Community Councils.



Youth Camp 2015

TAYplan consider the role of young people in planning (both through consultation and in terms of the profession) to be centrally important. TAYplan have worked with young people previously at the Main Issues Report stage and this youth event is aimed as an opportunity to continue this. Ten secondary school geography departments (in the TAYplan area) have already expressed an interest in this event. It is proposed that the event will be aimed at S1-S4 pupils who have an interest in places and enjoy geography. There will be an approximate capacity of 30-40 young people.

Other Publicity

TAYplan will utilise, where possible, other ad hoc communications opportunities in the run up to and during the consultation period. This will include having display stands at other organised events hosted by relevant organisations and accessing the business sector through the regional Chamber of Commerce.

TAYplan's Communication Plan was initially written at the Main Issues Report stage and can be found on the TAYplan website at www.tayplan-sdpa.gov.uk. This has been revised for the Proposed Plan stage, providing more detail on the engagement that will take place at this stage.





TAYplan Progress to Date

A significant amount of progress has been made over the last year towards the production of the first Strategic Development Plan, in reviewing the Plan. There have been no slippages in timescales in delivering the Plan. The TAYplan team undertook and completed the Main Issues Report consultation (April to June 2014) which was well received. The consultation received over 120 responses on the 15 questions posed from a wide range of parties from across the TAYplan region and elsewhere. Through the Main Issues Report consultation, TAYplan undertook 2 primary school workshops, which were attended by 21 young people. TAYplan also undertook a youth camp for secondary school aged young people, which was attended by 21 and 8 young placemakers. TAYplan's 8 young placemakers acted as ambassadors for young people, from across the TAYplan area. A consultation report has been published on the TAYplan website, which provides a summary of the responses received.

Work on the Proposed Plan and accompanying documents increased over the 6 months following the Main Issues Report consultation in preparation for TAYplan Joint Committee in February 2015. With the assistance from the region's 4 Local Authorities and Key Stakeholders, the TAYplan team have produced the Proposed Plan along with the Proposed Action Programme, a Habitats Regulations Appraisal, an Equalities Impact Assessment and a series of background Topic Papers (which have been updated since the Main Issues Report stage) to support the Proposed Plan.

Making Representations and Accessing Documents

Representations will be sought in respect of the Proposed Strategic Development Plan, Proposed Action Programme and Equalities Impact Assessment. TAYplan encourages interested parties to make representations, both in support or objections to it. TAYplan will facilitate this, where ever possible, through our online consultation system. All formal representations are required to be placed on a public register and cannot be kept confidential.

TAYplan 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. A copy of the main documents will also be available to inspect at an office of each of the constituent planning authorities. On formal publication, all main documents will be displayed for reference in all public libraries in the TAYplan area.

The Development Plan System in Scotland

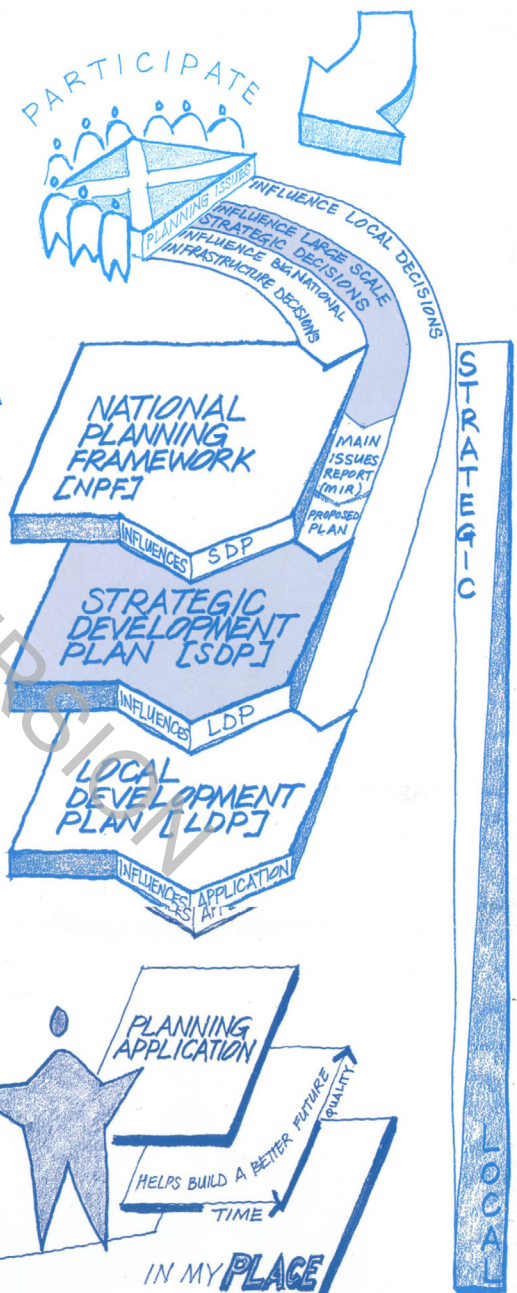
The Development Plan system in Scotland consists of three core statutory documents, which you will have the opportunity to comment on:

The National Planning Framework (NPF) for Scotland is produced by the Scottish Government and sets out the Scottish Government's strategy for Scotland's spatial development, including national developments, and the priorities for that development. The Scottish Government published the NPF3 in June 2014.

The Strategic Development Plan sets out a spatial strategy that says where development should and should not go. The plan covers a 20 year time period with greatest clarity for the next 12 years and a broader indication for the second 8 years. The Plan is reviewed every 4 years.

Each Council in the area then prepares a Local Development Plan which sets out how the Strategic Development Plan will work locally, as well as dealing with important local issues.

The Strategic Development Plan and Local Development Plans collectively form the statutory Development Plan for the TAYplan area and are used in determining planning applications, within local authorities. In addition, Supplementary Planning Guidance on specific planning topics may be prepared and form part of the statutory Development Plan. There is an opportunity to comment on all stages of the Development Plan process.

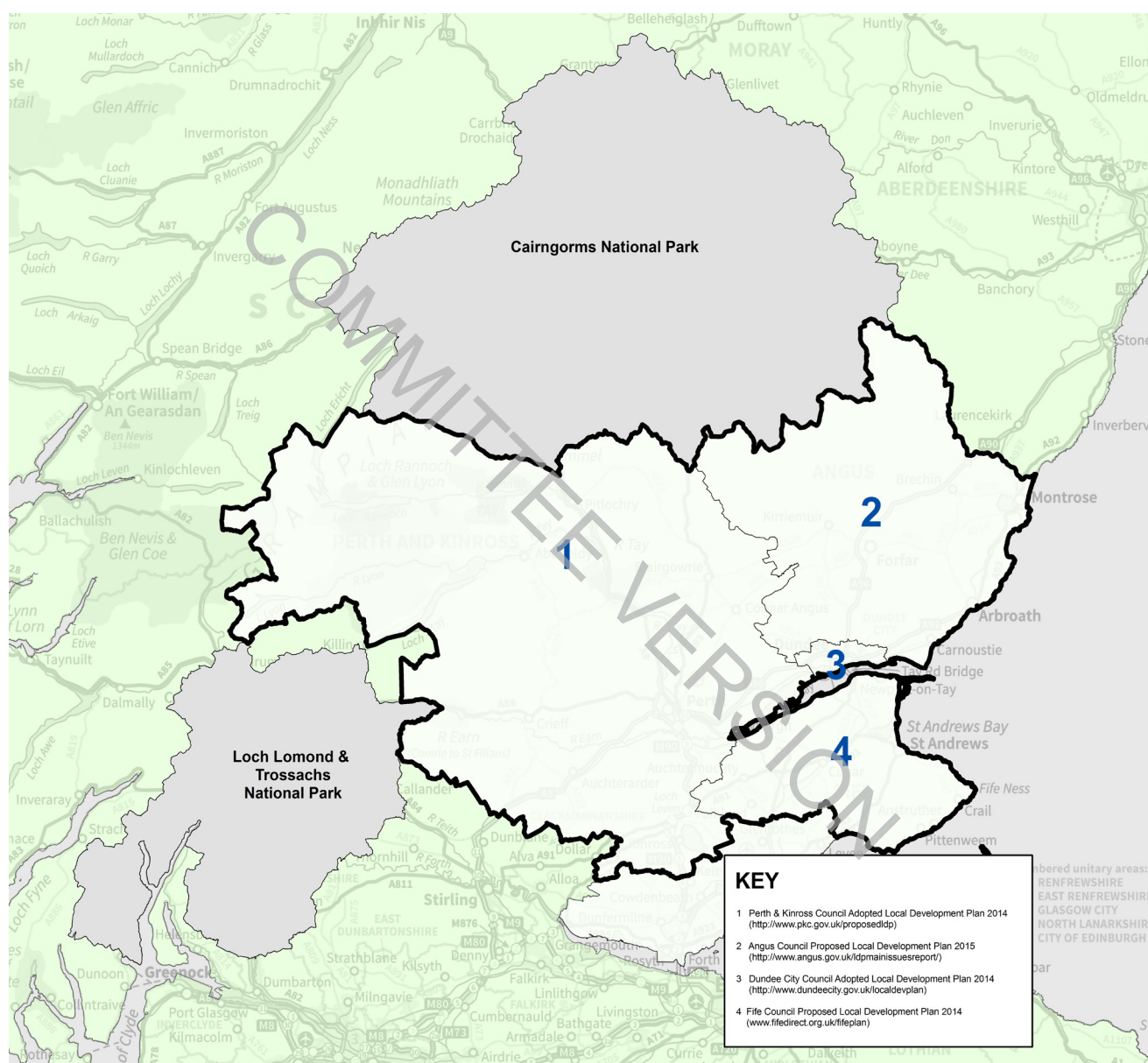


Existing and Proposed Development Plans

The coverage of existing Local Plans within the TAYplan area is set out in Map 2. More information on current Local Development Plans and the timetables for the preparation of the Local Development Plans can be obtained on each of the constituent Councils' web sites.

Map 2:

Existing Local Plans/ Local Development Plans within the TAYplan area



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Local Development Plans are constantly being reviewed and all at different stages. Whilst at first this may seem confusing, this process gives you the opportunity to comment and consider what is changing in your area.

The following sets out TAYplan's consultation programme, and what each stage involves:

1. 'Your Place, Your Future, Your Say' Questionnaire: April - June 2013. This initial stage focused on what new issues or challenges have emerged or changed. Your answers to these big questions helped in writing the second Main Issues Report. This early stage of engagement also provided the opportunity for any projects of regional significance to be submitted to TAYplan so they could be considered in preparing the Main Issues Report.

2. Main Issues Report Public Consultation: 15 April - 27 June 2014. The consultation focused on reviewing the approved TAYplan (2012) and what should change. The issues related to where development should and should not go and how people may change the way they live and the implications this has for how places should change. This was not a draft plan. This stage set out the main issues and options on how TAYplan could respond to these issues. This was the most important stage to consider what the public think of the changes that are being suggested and to let us know.

3. Proposed Plan Published and Period for Representations proposed to commence: May - July 2015. The Proposed Plan will set out detailed policies and strategies. Interested parties will be able to follow the Proposed Plan's progress through Joint Committee and ratification by the four Constituent Councils. The period of representations is programmed for May - July 2015. This period provides for a phase of engagement during which interested parties can view the Plan and associated documents. This is the main stage for representations to make your views known on whether you support or seek changes to the Plan.

4. Submission of Proposed Plan to Scottish Ministers: by 8th June 2016. Prior to submission, TAYplan's Joint Committee will determine whether to submit the Proposed Plan with no modifications or to modify and re-consult.



The main point of contact for correspondence is:

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Lines open 8.30am to 5pm, Monday to Friday

COMMITTEE VERSION

This information is made available in large print or in an alternative format that meets your needs.	
Chinese	欲知詳情，請致電：01382 435825
Russian	Более подробную информацию можно получить позвонив по телефону: 01382 435825
Urdu	مزید معلومات کے لئے براۓ رہائی 01382 435825 پر فون کریں۔
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TAYplan

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