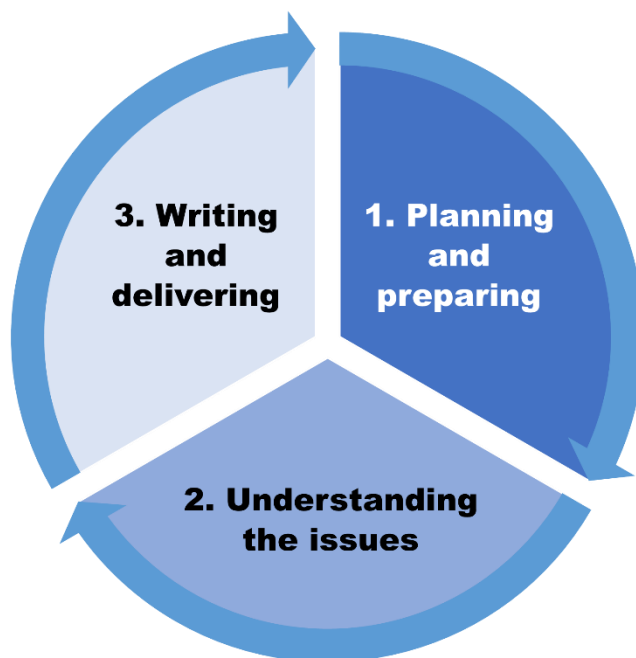


PAS Guide for Community Delivery of Local Place Plans

Part 3: Writing and delivering

This Guide is designed to support your community through the process of developing a Local Place Plan. It is based on a simple framework:



This document focuses on **3. Writing and delivering**. Visit the [PAS website](#) for the other sections of the Guide, including an Overview of Local Place Plans and their role in the Scottish planning system.



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This guidance note is given to the best of our knowledge based on the information we currently have to hand. It will be regularly updated as our understanding of the Local Place Plan process develops.

1. Introduction

This final stage of the LPP process will be focused on bringing together all the information you have gathered from desktop studies, community engagement and stakeholder conversations. There are many ways in which to summarise this information depending on the issues and proposals that have emerged. You will want to focus on producing a simple explanation of what you have done, and what the community wants to see happen in the future.

2. Drafting the Plan

Now that you have engaged with your community and key stakeholders, gathered views, and refined these, you will need to begin thinking about how these can be expressed in a final plan.

The legislation, intentionally, does not over-prescribe how the Community Body presents its proposals to the wider community and the planning authority. Instead, it provides for a wide scope for Community Bodies to consider how they wish to represent their proposals in the statement and map.

[Planning Circular on Local Place Plans](#) (para. 39)

Briefly, this plan should draw the following together:

Section	Content
Executive Summary	Brief description of what you did and the main issues and proposals.
Purpose and scope	Which Community Body led the process, who were the key stakeholders.
	A map showing the boundaries of the area the LPP covers.
Approach	High level summary and description of all the steps taken.
Desktop analysis	Present data from your initial desktop survey to help set the scene.
Overall Vision and Aim	High level summary of what the community wants to see their area become (Vision), and how they will get there (Aim).
Actions / Initiatives / Land Uses	A detailed list and /or mapping of all the actions, initiatives, land uses/development types that were gathered during the LPP process. This section will also indicate the prioritisation of these actions, and who will deliver them, at

	least indicatively.
	An additional map identifying specific sites/locations detailed in the Community Body's proposals.
Planning policy context	What key issues are suggested in local and/or national planning and community planning policies? Also information from relevant Locality Plans and Local Outcome Improvement plans
Planning implications	Consider what, if any, implications this will have on existing planning policy or service delivery in your area. If changes are suggested, then indicate these here, along with your reasoning.
	A statement explaining how the Local Place Plan has regard to the Local Development, National Planning Framework and any applicable Locality Plans.
	A statement explaining how the proposals in the LPP align with, or differ from, the relevant policies and development proposals in the Local Development Plan, and why it considers that the Local Development Plan should be amended in light of this.
What next	Indicate what will happen next, and how the community can remain involved, and how the plan might be monitored and evaluated further down the line.
Appendices	A copy of the pre-submission information notice evidencing compliance with the required contents.
	Records of when and to whom the information notice was sent (required local councillors and community councils).
	Evidence of community support for the LPP. Summary of what was said at each stage of community engagement.
	A section detailing other actions and initiatives that have emerged through the process that are not related specifically to development (see Overview p5 & 6)

Table 1: Template structure for a Local Place Plan

The form that your final LPP will take will vary depending on your local circumstances. The structure can be varied by preference, Note that it is possible and acceptable to pop several of the above section suggestions into appendices to make the main report easier to digest by the casual reader.

Using imagery and visuals will help make it easy to read and understand, and you may wish to use mapping where possible to indicate preferred geographical changes (if relevant). You may wish to consider having the report professionally designed if you have access to volunteer skills locally or the budget for a commercial designer.

Consider the issue of accessibility for all audiences. Using simple call out boxes or speech bubbles with punchy quotes can help break up the text. Think about font, font size and layout to make it as easy to read as possible.

You will need to ensure that all the legal requirements for an LPP to be validated by a local authority have been addressed. For this, review the summary of legal requirements in the Appendix to Part 1 of our Guide and the [Planning Circular on Local Place Plans](#).

Resources

- The PAS [Community-led Plans](#) webpage has example plans for you to look at for inspiration.
- It is possible to use Microsoft PowerPoint or similar as a simple desktop publishing tool that can create an effective and attractive visual layout for your LPP.
- Maps can be simple hand drawings (consider scanning) as long as they are clearly labelled and marked and able to be interpreted by the planning authority.
- Appendix 1 of Part 1 of this Guide – Legal requirements.

3. Community ownership

Prior to submitting the plan to your local authority, you will want to consider the way in which the community will take ownership of the plan.

You are obliged to send round a pre-submission information notice including a copy of the draft LPP to local councillors and community councils for their consideration. It is for the Community Body to decide how long a period to allow for representations to be made, although this cannot be less than 28 days after the date on which the notice is sent.

In addition, you may want to publish a draft copy of your plan to further consult with your community before it is finalised. Best practice suggests 4-6 weeks to allow people with varying circumstances the opportunity to respond. You may wish to simply have your steering group or representative body sign off the plan at that point.

If you do have an open consultation process with the wider public, you may want to use an online form to capture comments. To help with this you might consider using:

- **Media:** Promote the fact that you have published a draft LPP through local newspapers, radio, the internet, and social media. Make deadlines clear in any communications.
- **Website:** Upload a copy of the draft plan to a website along with a form to feedback comments. You will need to make deadlines clear in any communications.
- **Physical copies of the plan:** Leave physical copies of the draft plan in prominent places in your community.
- **Newsletter/email:** If you have been communicating through a regular bulletin, such as a newsletter or email, send an update alerting them to your draft consultation.

Once the consultation period has closed you will need to summarise all the responses in a summary report to maintain transparency and openness. It is important to anonymise comments to avoid the identification of individuals in the community.

Once you have summarised all the comments it is good practice to provide a response. The responses you provide to feedback, and any changes that may be made to the draft plan as a result, should be transparent. You should alter the plan accordingly.

4. Final submission and validation

The Community Body may wish to contact the planning authority to arrange a pre-submission meeting.

[Planning Circular on Local Place Plans](#) (para 59)

Now that you have completed all your engagement, drawn together your plan, and altered it where necessary, you will be ready to submit it to your local authority to become a formal LPP. You may want to check in with your local authority before doing so to make sure everything is in order before your LPP is finally submitted for validation.

Don't forget to submit any necessary additional documents/information as indicated in the LPP validation checklist in Part 1 of this Guide.

Once validated, the Local Authority will assign your plan to a publicly accessible online register.

Resources

- Appendix 1 of Part 1 of this Guide – Checklist for LPP validation

5. Communicating and promoting your plan

It will be important to promote your final plan to the community and stakeholders. This could be done through an in-person launch event, or by distributing digital copies through a relevant website or mailing list.

6. Delivering the plan

There will be aspects of the plan that your community will be able to begin delivering, or prepare to deliver, straight away. To do this you may wish to re-convene the steering group that oversaw the development of the LPP, or convene a new group dedicated to delivery. Any delivery group will need to include a variety of partners. You will want to communicate the ongoing status of activities associated with the community and do this regularly to ensure the LPP becomes a focus for everyone.

Resources

Funding options:

- [Scotland's Towns Partnership](#)
- [Investing in Communities Fund](#)

7. Quick Wins

It will be important to motivate your community early on and begin to build momentum. Delivering one or two small actions, which may have high impact, very early on, can help here. This will also give your community the confidence to get involved in other proposals and initiatives in the longer term. It is important to ensure that any 'quick wins' are genuinely capable of being practically delivered in the short term, and that there is funding available.

8. Assessment by the Local Authority

At an appropriate moment during an ongoing or future LDP preparation process, the local authority will be obliged to have regard to the policies and proposals you have put forward in your Local Place Plan. They will need to show how they have taken community proposals into account and why they have or haven't accepted them.

9. Using the plan to influence planning decisions

The [Local Place Plan Circular](#) (para 88 p14) states that "Community Bodies may wish to consider whether the proposals contained within the Local Place Plan may reasonably form a part of representations on individual planning applications.