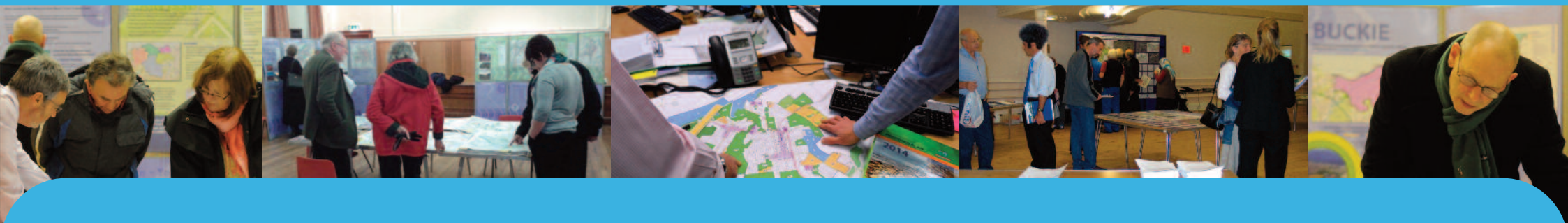


MORAY LOCAL DEVELOPMENT PLAN



WORKING TOGETHER ON THE MORAY LOCAL DEVELOPMENT PLAN **GOOD PRACTICE GUIDE**





GOOD PRACTICE GUIDE FOR COMMUNITY GROUPS

This good practice guide has been prepared by Moray Council planners and the Moray Joint Community Councils to raise awareness of the Local Development Plan process and to explain how and when communities can get involved in the process. The intention is to ensure that good communication takes place between the Council and all community groups, to raise awareness of the importance of the Plan and to help planners understand local planning issues.

Preparing a Local Development Plan is a statutory requirement and the Scottish Government requires that the Plan is reviewed and replaced within 5 years of adoption. Preparing the Plan requires significant engagement between the local community and the Council. The Joint Community Councils of Moray wish to ensure that public engagement through Community Representative Groups is undertaken in a way which is genuine, meaningful, inclusive and brings benefits for all involved.

The Plan sets out the land use policies against which planning applications are determined, covering a wide range of topics such as road access, drainage, pollution, open spaces, trees and heritage issues. The Plan also sets out the housing and employment land requirements and identifies sites in our towns and villages to meet these requirements.

Sites to be protected for their natural and built environment value are also identified along with proposals for new infrastructure such as road improvements.

The Plan is supported by a series of more detailed policy guidance documents called “**Supplementary Guidance**” on topics such as Climate Change, Trees and Development and Urban Design, which set out further details which developers must comply with.

There are **five main stages** in preparing a Local Development Plan. Scottish Government guidance suggests that on average it will take a planning authority 31 months to complete the process from start to finish.

The five main stages are set out below with details of how and when community groups can engage with the process.



AUG 2016 - MAY 2017

EVIDENCE BASE - THIS IS YOUR CHANCE TO ADD YOUR IDEAS TO THE PLAN

Description of process

This is the early evidence gathering stage of the process which will gather information on issues arising and possible options and alternatives. Evidence is required to inform plan-making and provide a baseline for future monitoring. The Council is required to prepare an annual Development Plan Scheme which sets out the timetable for the review of the Local Development Plan.

Development Plan Scheme

www.moray.gov.uk/moray_standard/page_103460.html

How the Planning and Development section will consult

Articles in the local press and letters will be sent out inviting a "Call for Ideas/Sites" for community groups, developers, members of the public and any other interested parties to contribute ideas and suggestions at the beginning of the process. A proforma will be circulated inviting ideas, this will be a 2 phase approach seeking informal bids followed by formal bids.

Planning officers will offer to meet with Community Groups to explain the Local Development Plan process. This will be organised through the Joint Community Councils.

An annual Monitoring Report will be published and reported to Committee in May/June each year.

A Development Plan Scheme, setting out the timetable for preparing the Plan will be submitted to Committee in January/February each year. This will be circulated to all community councils.

How Community Groups can be involved

Joint Community Councils LDP session setting out timeframe for delivery and process **Nov 2016**

Submit a response to the call for ideas/sites. Responses are informal at this stage **Jan 2017**

Call for Formal Bids **July 2017**

JUN 2017 - MAR 2018

MAIN ISSUES REPORT - THIS IS YOUR CHANCE TO SHAPE THE PLAN

Description of process

At this stage, the Council publishes the Main Issues Report. This is not a draft Plan, but a report setting out and exploring options and alternatives and an indication of the Council's preferred options for new housing and employment land sites. The Report will also set out the proposed approach to new/ changing policy areas and consider reasonable alternatives.

This is the principal opportunity for engagement in the Plan process while at a consultative stage, prior to the Council reaching its "settled view" at the next stage.

How the Planning and Development section will consult

Planners will report consultation proposals to the Community Engagement Group
23 September 2016

The Main Issues Report will be subject to extensive public consultation for 12 weeks.

A workshop for community groups will be held to launch the Main Issues Report.

Neighbour notification will be carried out of properties affected by proposals.

Drop in exhibitions will be arranged and advertised through a series of press releases.

All interested parties will be informed of the consultation period and how to submit their views.

How Community Groups can be involved

Attend drop in exhibitions. **Jan 2018 - Mar 2018 (12 weeks)**

Help to publicise drop in exhibitions
Submit comments on the Main Issues Report.

Discuss the Main Issue Report at regular or specially convened meetings and submit a response to the Council. **Before March 2018 deadline.**

Workshop on Main Issues **Sept 2017**

APR 2018 - SEPT 2018

PROPOSED PLAN - THIS IS YOUR CHANCE TO OBJECT TO THE PLAN

Description of process

Planning officers will consider all representations submitted on the Main Issues Report and these will be presented to a meeting of the Planning and Regulatory Services Committee for elected members to agree the formal response.

Planning officers will then prepare the "Proposed Plan" which represents **the settled view** of the Council and will have detailed policies and land use proposals. This stage is not used to test the water and new or controversial parts of the Plan should have been considered at the previous Main Issues Report stage.

How the Planning and Development section will consult

The Proposed Plan will be published for a 12 week period for representations. Representations at this stage are treated as formal objections.

Further neighbour notification will be carried out of properties affected by proposals.

Drop in exhibitions will be arranged and advertised through a series of press releases.

Planning Officers will attend a Proposed Plan workshop organised through the Joint Community Councils.

All interested parties will be informed of the period for representations and how to respond.

How Community Groups can be involved

Attend drop in exhibitions **July 2018 - Sept 2018**

Help to publicise drop in exhibitions.

Proposed Plan workshop **April 2018**

Submit formal representations (objections) to the Proposed Plan. **Sept 2018**

If formal objections are not resolved then they are considered at an Examination by a Scottish Government Reporter.

MAR 2019 - NOV 2019

EXAMINATION

Description of process

All representations received to the Proposed Plan are grouped by geographic area or subject eg housing/environment) into a series of reports known as "Schedule 4's". The Schedules summarise the representations and the Council's response and these are reported to the Council's Planning and Regulatory Services Committee to agree the Council's formal response.

Unresolved representations are then forwarded to the Scottish Government with a request to Scottish Ministers that a formal Examination be carried out of the Plan. This is co-ordinated by the Directorate of Planning and Environmental Appeals who will check that the Council has carried out the necessary consultation procedures before appointing a Reporter(s) to carry out the Examination. However, if the Council decides to make changes to the Plan as a result of representations, then modifications will be published and advertised for a period of at least 6 weeks, prior to the Council making further modifications or submitting the Plan to Scottish Ministers and requesting an Examination.

The Reporter(s) will consider all unresolved representations and may decide to hold a number of hearing sessions before providing a Report of Examination to the Council. This can take 6-9 months from submission of the Plan and the findings of the Reporter are largely binding upon the Council.

How the Planning and Development section will consult

All parties submitting representations will be informed of the Council's response and advised of the next stages in the process.

A website will be set up with full details of the Examination papers and progress.

Newsletters will provide updates to all interested parties.

How Community Group can be involved

If formal representations were submitted, Community Groups can follow progress online or contact planning officers for updates.

ADOPT WITH MODIFICATIONS - THIS IS YOUR CHANCE TO ENJOY THE BENEFITS OF HAVING A PLAN

Description of process

Upon receipt of the Report of Examination, the Planning and Development section will report the findings to a meeting of the Planning and Regulatory Services Committee and then advertise the proposed modifications to the Plan. Within 3 months of receiving the Examination Report, the Council will submit the Proposed Plan as it is intended to adopt. 28 days after this, the Council may adopt the plan unless directed not to by the Scottish Ministers.

How the Planning and Development section will Consult

All parties submitting representations will be notified of the outcome of the Examination.

Copies of modifications will be advertised.

Planning Officers will attend an awareness raising session for community groups providing an overview of new policies and implementation of the plan. This will be organised through the Joint Community Council.

How Community Groups can be involved

If formal representations were submitted, Community Groups can follow progress online or contact planning officers for updates.

The Council will inform all objectors of the outcome of the Examination Process.

Local Development Plan awareness raising session for community groups **March 2020**

TIMETABLE FOR ENGAGING

Ongoing engagement throughout the preparation of the plan means that there is an annual event at each stage of the LDP process. The table below highlights the events to be organised through the Joint Community Councils and delivered in partnership with planning staff.

Evidence Gathering Aug 2016 – May 2017	LDP process presentation to community representatives	November 2016
	Issue call for informal bids	November 2016
Main Issues Report June 2017 – March 2018	Main Issues workshop for community representatives	September 2017
	12 week public consultation	January-March 2018
	Neighbour Notification	January 2018
	Series of drop in exhibitions throughout Moray	January – March 2018
Proposed Plan April 2018 – Sept 2018	Proposed workshop for community representatives	April 2018
	12 week public consultation	July – Sept 2018
	Neighbour Notification	July 2018
	Series of drop in exhibitions throughout Moray	July – Sept 2018
Examination March 2019 – Nov 2019	Email Update	July 2019
Adoption Dec 2019 – July 2020	Awareness raising session on implementation of the plan	March 2020

PRINCIPLES OF ENGAGING

Good engagement raises understanding of each partners views and reduces potential conflict. This results in better planning outcomes and allows communities to have an influence over the future shape of the places they live.

The Planning and Development section and Joint Community Councils have agreed the following key principles of engagement and will support the national standards for community engagement.



SOME KEY PRINCIPLES OF ENGAGEMENT

TRUTH

Lets be truthful about what we hope for

BE REALISTIC

let's not expect or agree to something which can't be delivered

CLARITY

lets be as clear as possible on all aspects from the outset

HONESTY

lets be honest about what we can achieve

SIMPLICITY

let's keep the process short and simple where possible

FURTHER INFORMATION

This is a summary of the process, intended to identify the key points for engagement between planners and community groups. Full details of the process are set out in **Circular 6/2013 Development Planning** which can be viewed online.

If community groups wish further independent advice they can contact **Planning aid for Scotland**, which helps raise awareness of the planning process and encourages community engagement in creating positive places. Full details can be viewed online at www.pas.org.uk

☎ 0131 220 9730 or

✉ office@pas.org.uk

For further information on the **Local Development Plan process** please contact:

☎ **Gary Templeton** 01343 563470

✉ gary.templeton@moray.gov.uk

☎ **Emma Gordon** 01343 563292

✉ emma.gordon@moray.gov.uk



EXAMPLES OF GOOD PRACTICE



Following submission of comments on the Proposed Plan, planners were invited to attend a joint meeting with Elgin Community Council and Elgin South Area Forum for an informal Q&A session.

"I hope this guidance will help community groups follow the Local Development Plan process more easily so they can spend more time on the issues important to them"

JAMES WISEMAN - Elgin South Area Forum

To raise awareness of the planning process and wind farm planning issues, planners attended an evening meeting arranged by the Joint Community Councils.

"This led to a better understanding of the complexities facing the planning officers and also provided a good platform for the future engagement on planning issues"

ALASTAIR KENNEDY - Elgin Community Council





Designed and produced by the Development and Planning Section
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