



Appendix 1

Development Plan Scheme 4

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1. The Development Plan Scheme

Development Plan Scheme 4 (DPS4) sets out the programme for preparing and reviewing the Local Development Plan (LDP) and includes the following:

- An updated programme and timetable for preparing and publishing the LDP;
- A Participation Statement, which sets out stakeholder involvement in the LDP ie. when, how, and with whom, consultation will take place.

DPS4 has been published at this time to enable you to learn about the LDP we are preparing and how you can get involved. It also helps focus everyone on what is involved in getting an up-to-date plan in place as quickly as possible.

DPS4 is being widely circulated to all relevant Community Councils, agencies, public and private sector developers and neighbouring local authorities, and will be placed on Stirling Council's weekly Planning Schedule and website. The Scheme will be reviewed in 2012 to provide an up to date picture of how the process of preparing the LDP is progressing.

2. Progress on the Local Development Plan

Since the publication of Development Plan Scheme 1 in March 2009, preparation of the LDP has progressed. The Main Issues Report (MIR) and Monitoring Statement were published alongside DPS2, in May 2010. The period following the publication of the MIR was the main opportunity for consultation and engagement on the formulation of the Plan, and in that time we undertook a number of engagement activities with the public, Community Councils, local groups, elected Members, businesses and landowners, as well as other Council services and external agencies such as Historic Scotland and Scottish Natural Heritage.

Since the close of the period of consultation on the MIR in July 2010, we have been working towards the publication of the Proposed Plan. The Proposed Plan will represent the Council's settled view as to what the final content of the adopted plan should be. The diagram overleaf explains all of the work that has and will be undertaken in order to prepare the Proposed Plan.

In order to assist the preparation of the Proposed Plan, a Draft Proposed Plan has been prepared. This Draft is being consulted upon during November and December 2011.

3. Timescales for preparing the Local Development Plan

The following chart sets out the updated timescales for preparing the new Local Development Plan (as at December 2011). It also highlights the process of preparing the Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA), a generally parallel process that informs the preparation of the Plan at various stages, and the key periods of consultation.



The Main Issues Report To The Proposed Plan

August 2010 - August 2012	Main Issues Report May 2010 <ul style="list-style-type: none"> ● Draft Vision ● Main Issues ● Proposed Spatial Strategy/Options 	Background Papers & Reports	Development Plan Scheme & Participation Statement	Strategic Environmental Assessment (SEA)	Policy Topic Papers		
		Visions & Aspirations <ul style="list-style-type: none"> ● Stirling Council Single Outcome Agreement & Shaping Stirling's Strategic Plan 2008 - 2012 ● Main Issues Report Comments - Roadshows & Feedback ● Local Transport Strategy & City Transport Strategy ● Open for Business - Economic Strategy 	Pressure & Evidence for Change <ul style="list-style-type: none"> ● Settlement Assessments ● State of the Environment Report ● Modelling of Education, Transport & Drainage ● Housing Need and Demand Assessment ● Green Belt Study & Review of Boundaries ● Conservation Area Appraisals ● Business Space Strategy & Rural Business Survey ● Tourism Accommodation Audit ● Open Space Strategy ● Green Networks Study 	Performance & Monitoring <ul style="list-style-type: none"> ● Policy Review and Key Agencies Input ● Monitoring Report 	National Requirements <ul style="list-style-type: none"> ● Planning etc (Scotland) Act 2006 ● National Planning Framework 2 & Central Green Network ● Scottish Planning Policy, Planning Advice Notes & Circulars ● Regional - TAYPLAN, TACTRAN Climate Change Act 2009 	Engagement <ul style="list-style-type: none"> ● LDP Members Group ● Community Planning Partners ● Infrastructure Working Group ● Key Agencies 	
	Proposed Plan August 2012						
Supplementary Guidance <ul style="list-style-type: none"> ● Settlement Statements ● Development Frameworks ● Supplementary Guidance Planning Guidance and Advice Notes 	Action Programme	Strategic Environmental Assessment	Equalities Impact Assessment	Background Papers/Reports	Habitat Regulations Assessment (HRA)		

Stirling Local Development Plan Process (May 2009 – Feb 2014)

Timeline		Local Development Plan (LDP)	Strategic Environmental Assessment (SEA) / Appropriate Assessment (HRA) / Equalities Impact Assessment (EqIA)
<i>Timescale</i>	<i>Date</i>		
Annual	Mar 2009 onwards	Publish Development Plan Scheme (incl Participation Statement).	Collate baseline environmental information
	April-Dec 2009	Engage with Key Agencies, Prepare Monitoring Statement and Main Issues Report.	Prepare Scoping Report , submit to SEA Gateway, and await responses
	April 2010	Council and Printing	
	7th May 2010	Publish Main Issues Report (MIR) and Monitoring Statement and Development Plan Scheme 2	Publish interim Environmental Report (ER) and submit via SEA Gateway.
12 weeks	May-Jul 2010	Consult on MIR	Consult on interim ER
	Aug - Sept 2010	Log representations to MIR	Log responses to ER
	7 th October 2010	Report to Council on representations and responses received	
	Oct 2010 – Sept 2011	Consider representations, prepare Proposed Plan and Action Programme.	Consider responses. Environmentally appraise Proposed Plan, and amend ER. Prepare HRA.
Annual	May 2011	Publish Development Plan Scheme 3	
	6 th Oct 2011	Report to Council on Draft Proposed Plan and Draft Supplementary Guidance	Report to Council on updated ER, Draft HRA and EqIA
	6 th Oct - 24 th Oct 2011	Printing and publicity for Draft Proposed Plan and Draft Supplementary Guidance	
	24th Oct 2011	Publish Draft Proposed Plan , and Draft Supplementary Guidance (SG)	
8 weeks	24 th Oct – 16 th Dec 2011	Consult on Draft Proposed Plan and Draft SG.	
	1 st Dec 2011	Report to Council with revised timetable and Development Plan Scheme 4.	
	March 2012	Report to Council on responses received to Draft Proposed Plan and Draft SG.	
	Jan 2012 – June 2012	Consider responses and prepare Proposed Plan and Action	Environmentally appraise Proposed Plan, and update ER, HRA and



		Programme.	EqlA if required.
	August 2012	Report to Council seeking approval for Proposed Plan, Supplementary Guidance and Action Programme	Report to Council on updated ER, HRA and EqlA
	August 2012	Printing of Proposed Plan and Supplementary Guidance	
	August 2012	Publish Proposed Plan, Proposed Action Programme and Supplementary Guidance (SG)	Publish updated ER and submit via SEA Gateway. Publish HRA and EqlA
8-12 weeks (6 weeks min*)	Sept-Oct 2012	Consult on Proposed Plan – Period for representations. Notify neighbours	Consult on updated ER, HRA and EqlA.
	Nov 2012- Feb 2013	Consider representations. Prepare summary of Unresolved Issues (on Schedule 4 template) and Report of Conformity with Participation Statement.	Consider responses to updated ER, HRA and EqlA.
	March 2013	Report to Council on summary of Unresolved Issues and seek approval to submit Proposed Plan and Report of Conformity to Ministers.	
	March 2013	Submit Proposed Plan, Supplementary Guidance, Action Programme and Report of Conformity to Ministers. This will be accompanied by Schedule 4's for all unresolved issues. Publicise submission of Plan.	
	May 2013	Publish Development Plan Scheme 5	
	Mar – Oct 2013	Examination of Proposed Plan	Reporter refers to ER
	Oct 2013	Examination Report published and submitted to Planning Authority	
3 months max*	Nov 2013 – Jan 2014	Planning Authority considers examination recommendations and prepares Modifications, Proposed Plan as modified and Statement of Explanation for not accepting any recommendations.	Environmentally appraise modifications. Carry out HRA of modifications if required.
	Jan 2014	Publish Modifications and Proposed Plan as modified. Advertise intent to adopt Plan. Send to Ministers.	Publish and send Ministers revised ER and HRA if required.
4 weeks min*	Feb 2014	Planning Authority adopts Plan	Publish Post-Adoption SEA Statement and submit to SEA Gateway
3 months	June 2014	Publish Action Programme	



4. Publication and Consultation On The Draft Proposed Plan

Following the publication of the Draft Proposed Plan in October 2011, there was a further eight week consultation period, during which time contributors were able to make representations on the content of the Plan. Copies of the Plan were sent to each of the key agencies and “Scottish Ministers”. Any person that commented on the Main Issues Report were notified that the Draft Proposed Plan had been published.

For those with access to the internet, the Draft Proposed Plan has been published for consultation in an online format for the first time, in addition to hard copy. The Online Local Development Plan (OLDP) is a new system developed for Scottish Planning Authorities by the Scottish Government and partners, which allows Plans to be captured digitally, including the mapping of the sites and designations. The mapping feature in OLDP allows the user to switch designations on and off and locate specific sites and allocations, and then link to the policies and text of the Plan related to them. The most significant benefit of the new system is that it allows users to submit comments on the Plan to us directly, and we receive these instantly in the form of an e-mail for processing. It is hoped that this will make the Plan more accessible, and easier to comment on. The OLDP is available at the following link: www.stirling.gov.uk/localdevplan.

We have produced the Participation Statement to set out when, how and who will be involved in the preparation of the LDP.

5. How Can I Get Involved In The LDP?

At the start of the process of preparing the Local Development Plan, we produced the Participation Statement to set out when, how and who would be involved in the preparation of the LDP.

Why engage others in preparing the LDP?

The planning system is there to promote, facilitate and regulate development in the public interest. The impact of development, much of which is irreversible, on the lives of individuals and communities can be very significant depending on its nature, scale and location. As the LDP sets the context within which new development can happen, it is important that everyone affected has an opportunity to input.

A variety of groups, organisations and individuals will therefore have an interest in the LDP, who must be given the opportunity to influence the surroundings in which they live, work, shop and play.

Who should participate?

Everyone has the right to comment on a proposed development that is likely to affect them. It is important therefore that everyone who wants to have an input into the preparation of the LDP has the opportunity to do so. It is also important that those who are harder to reach, and do not normally comment on planning matters, are also given every opportunity and assistance to input into the process.

We will therefore look to involve all communities of interest (people who share a common interest) in preparing the plan for instance; young people, older people, people with physical and learning disabilities, homeless people, and black and minority ethnic groups.

Why should you participate?

Your participation in the LDP process can help shape your future surroundings. Participation cannot however guarantee that everyone gets the outcomes they want but it is important that the basis and justification for policies and development proposals in the LDP are made clear and transparent. Effective engagement will ensure that people are made aware of the proposals as early as possible, have the facts to allow them to contribute, have the opportunity to make their views known and get explanations of how and why decisions are made.

How can you participate?

The participation process will involve targeting specific individuals, groups, organisations and communities of interest using a variety of techniques. The methods of engagement will be tailored to local circumstances and particularly by the issues thrown up by the MIR.

Feedback obtained in relation to the MIR and Draft Proposed Plan will be used to compile the PROPOSED PLAN. Further consultation will be carried out on this stage of the LDP as set out in the Participation Statement (see Section 6).

• SP=EED : Scottish Planning = Effective Engagement & Delivery

The Council has endorsed Planning Aid for Scotland's tool for effective community engagement, SP=EED, by using it to help inform the development of the Participation Statement. SP=EED, (Scottish Planning = Effective Engagement and Delivery, October 2008), is designed to, 'help developers, planning consultants, local authorities, community organisations and members of the public', and can be used for 'any consultation process, including development plan consultations and pre-application consultation'. The document sets out principals for engagement and how they can be achieved, as well as providing examples of best practice.

There are three levels of SP=EED that can be used to guide an engagement process. These are as follows:

- Level 1: To give information; or
- Level 2: To give information and to consult and listen to views; or
- Level 3: To give information and to consult and listen to views, and to work with communities as partners, in appropriate situations

For each level, there are a number of criteria, suggestions for action and good practice examples. SP=EED states that if these are followed, 'It should ensure that information is available and procedures conducted at the right time, and delays from misunderstandings avoided.' Level 1 of SP=EED was used to guide the pre-MIR phase of the LDP and Level 2 was used to guide the MIR phase. Level 2 will be used to guide the consultation that will follow publication of the Draft Proposed Plan.

Level 3 is for later on in the process when the details of specific development proposals coming forward can be consulted upon, and pre-application consultation carried out.



6. Participation Statement

SP=EED STAGE 1

The following table sets out the stages of preparing the Local Development Plan and how we intend to identify the main participants, the intended methods of engagement and the objectives behind each stage. This updates the Participation Statement contained in Development Plan Scheme 1.

April 2009 - May 2010

PRE-MAIN ISSUES REPORT	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> ● Development Plan Scheme (DPS). ● Strategic Environmental Assessment (SEA) Scoping 	<ul style="list-style-type: none"> ● Development of a participation & Communications strategy. ● Identify people & organisations who have an interest in the LDP. ● Set out & publish a timetable & how people can get involved. ● Feedback from Agencies, and others, on key policy areas for review/methods of engagement. ● Expressions of interest from developers, landowners & others ie. development proposals & projects. ● Assist & obtain feedback from communities & community planning partners on local planning issues. 	<ul style="list-style-type: none"> ● Key Agencies & infrastructure providers. ● Neighbouring local authorities. ● Scottish Government. ● Community Councils/local communities. ● Private & public sector landowners/ developers & their representatives. ● Local amenity groups/ environmental groups. ● Local businesses (Business Panel) ● Community planning partners. 	<ul style="list-style-type: none"> ● Distribute DPS directly to data-base contacts & publish online/ e-bulletins. ● Inform through Planning Newsletter. ● Feedback forms & discussions re: expressions of interest and questionnaire. ● Local Community Area Forums. ● Stakeholder Workshops: <ul style="list-style-type: none"> - Rural affordable housing, - Rural housing & economic development, - House Builder Representatives, - Retailing & economic development. ● City visioning with Architecture & Design Scotland (A +DS), and Community Planning Partners. ● Planning Aid Training for Community Councils, and others participating in the Local Development Plan (LDP) process.



Pre - Main Issues Report Activities Undertaken

SP=EED STAGE 1

The engagement activities undertaken to date in the Pre-MIR stage are listed below. For more detailed information on these activities, please see the 'Participation and Engagement Report' on the LDP homepage : www.stirling.gov.uk/localdevplan.

2008

- Development of a participation and engagement strategy

2009

- Creation of dedicated LDP website
- Community Council Training event delivered by Planning Aid for Scotland
- Publication of Planning newsletter with article on LDP
- Article on LDP in Council's 'Stirling Focus' Magazine
- Meetings with local Housing Associations
- Articles in various community newspapers about aspects of LDP
- Publication of Development Plan Scheme 1
- Circulation of invitation to submit 'Expressions of Interest'
- Presentation to the Council's Communities team on their role in the LDP
- Attendance at various Community Council meetings, area Community Planning Forum meetings, and meetings of local interest groups
- Meeting to discuss Rural Affordable Housing issues
- Provision of visioning workshops facilitated by Architecture and Design Scotland
- Distribution of a Community Questionnaire
- Presentation to Stirling Business Panel's focus group
- Briefing to Community Planning Partners about their role in the LDP
- Various briefings to Elected Members

2010

- Meeting with key agencies to discuss the sites identified in the MIR, policy review and the overall growth strategy for the LDP
- Retail policy workshop with key stakeholders
- House-builder workshop with key stakeholders.
- Publicity of MIR Road Show.

May - July 2010

SP=EED STAGE 2

MAIN ISSUES REPORT	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> ● Main Issues Report ● SEA Environmental Report ● LHS Consultation ● Open Space Strategy Consultation ● Monitoring Statement 	<ul style="list-style-type: none"> ● Publish & obtain comments on Main Issues Report & Interim Environmental Report ● Proposals put forward to be environmentally appraised ● Assist communities to comment on Main Issues Report (Roadshow) ● Make publicly available all comments received at the end of the consultation process. 	<ul style="list-style-type: none"> ● Those affected by development options & alternatives ● Members of the public ● Community Councils/local community groups/schools, University & colleges etc. ● Key Agencies & infrastructure providers ● Strategic Housing Forum, Housing Advisory Group, Resident & Tenant organisations ● Local Businesses/Associations/Development Trusts ● Community Planning Partners ● Surveyors/Other practitioners ● Neighbouring local authorities ● Local amenity groups/environmental groups ● Private and public sector landowners/developers and their representatives 	<ul style="list-style-type: none"> ● Publish DPS2 and press releases ● Public Notice ● Notify everyone on database of publication of MIR, using email and letter ● Make public all expressions of interest ● LDP Community Roadshow - exhibition in different locations ie public places, community centres, shopping centre, etc. ● Stakeholder focussed workshops ● Target community focus groups eg youth clubs, schools ● Report to Council

For more detailed information on the methods of engagement we have planned, please see the 'Participation and Engagement Report' on the LDP homepage: www.stirling.gov.uk/localdevplan.



May 2010 - August 2010 Post Main Issues Report

The engagement activities undertaken following the publication of the Main Issues Report are detailed below. This is in order to demonstrate how we have fulfilled our consultation objectives for this stage.

May 2010 - Sept 2011

- Provision of everyone on our database with a copy of the Main Issues Report (hard copy or electronic);
- Public notice placed in the local press to advertise the publication of the Main Issues Report and the Strategic Environmental Assessment, and further publicised through the Planning Newsletter, and the Stirling Focus and Stirling Eye magazines;
- Fifteen community Road Shows held throughout May and June, attended by approximately 1000 people;
- Seven topic-based stakeholder engagement workshops held on retail, economic development, housing, transport, natural environment, built environment and rural planning issues;
- Youth engagement workshop focused on key aspects of the Main Issues Report;
- Preparation of a report summarising all consultation responses - taken to Council in October;
- Publication of updated version of Development Plan Scheme 2
- Publication of the majority of comments to Main Issues Report online;
- Feedback questionnaire on the consultation process sent out to all involved in order to improve future consultation;
- Area Community Forum Meetings attendance.

October 2011 - December 2011

DRAFT PROPOSED PLAN	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> ● Draft Proposed Plan ● Draft Supplementary Guidance ● Draft Open Space Strategy Consultation 	<ul style="list-style-type: none"> ● Publish Draft Proposed Plan ● Inform those interested in the Plan of the proposed vision, spatial strategy, policies & proposals ● Inform all interested of the programme & timetable of the Local Development Plan ● Assist communities to get involved in commenting on Draft Proposed Plan ● Obtain detailed feedback from Agencies & others on Draft Proposed Plan ● Obtain detailed comments on policies and proposals within the Draft Plan & Draft Guidance ● Reduce objections to Plan by negotiation 	<ul style="list-style-type: none"> ● Wider public/those directly affected by Local Development Plan policies & proposals ● Community Councils/local community groups/schools, colleges etc. ● Key Agencies & infrastructure providers ● Landowners/Estate Landlords/ developers & their representatives ● Local amenity groups/ environmental groups 	<ul style="list-style-type: none"> ● Report to Council Committee ● Make public all comments made to the Main Issues Report ● A formal period of 8 weeks for representations to be made ● 17 Drop In Sessions throughout Stirling LDP area ● Negotiate with objectors to Draft Proposed Plan ● 2 Consultation sessions for Stirling North and Stirling South

August 2012 - October 2012

PROPOSED PLAN

STAGE	OBJECTIVES	PARTICIPANTS	METHODS OF ENGAGEMENT
<ul style="list-style-type: none"> Proposed Plan Strategic Environmental Assessment Revised Environmental Report Draft Supplementary Guidance Proposed Action Programme Habitats Regulations Appraisal Equalities Impact Assessment 	<ul style="list-style-type: none"> Publish Proposed Plan & Environmental Report Inform those interested in the Plan of the proposed vision, spatial strategy, policies & proposals Inform all interested of the programme & timetable of LDP Assist communities to get involved in commenting on Proposed Plan & SEA Obtain detailed feedback from Agencies & others on Proposed Action Programme Obtain detailed comments on policies and proposals within the Plan & Draft Guidance Reduce objections to Plan by negotiation 	<ul style="list-style-type: none"> Wider public/those directly affected by LDP policies & proposals Community Councils/local community groups/schools, colleges etc. Key Agencies & infrastructure providers Landowners/ Estate Landlords/ developers & their representatives Local amenity groups/ environmental groups 	<ul style="list-style-type: none"> Report to Council Committee Make public all comments made to the MIR A formal period of at least 6 (up to 12) weeks for representations to be made Notify neighbours & owner/occupiers of certain proposed sites Negotiate with objectors to Proposed Plan

March 2013 - October 2013

EXAMINATION	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> ● Examination ● Development Plan Scheme 	<ul style="list-style-type: none"> ● Reporter appointed by the Scottish Government ● Allows for objections & development proposals to be heard & examined in public ● Assist individuals with a common interest to combine their approach at examination ● Receive Reporters Report outlining recommendations to the Council after the examination 	<ul style="list-style-type: none"> ● Outstanding objectors to the Proposed Plan 	<ul style="list-style-type: none"> ● Advert in a local newspaper and in local libraries ● Written submissions, hearings & inquiry sessions to hear outstanding objections ● Produce clear, unambiguous advice on the process of examination ● Prepare timetable & allocate appropriate time for each interested party appearing at the Inquiry



January 2014

MODIFIED PLAN	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> Modified Plan Modified Supplementary Guidance Modified Environmental Report 	<ul style="list-style-type: none"> Publish modifications to the Plan to reflect Reporters recommendations 	<ul style="list-style-type: none"> Those most affected by modifications to the Plan Community Councils, local community groups, schools, colleges, etc. Key Agencies & Infrastructure Providers Landowners/ Farmers/ Estate Landlords/ Developers & their representatives Local amenity groups/ environmental 	<ul style="list-style-type: none"> Directly notify publication of modifications to interested parties/ database contacts Public Notice Report to Council Committee

February 2014

ADOPT PLAN	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> Adopt Plan Finalise SEA Environmental Report Action Programme Development Plan Scheme 	<ul style="list-style-type: none"> To inform participants & others of proposed adoption of Plan, Action Programme & Development Plan Scheme To engender commitment to the Action Programme 	<ul style="list-style-type: none"> Scottish Government All participants in the LDP process Adjacent local authorities Key agencies & infrastructure providers Area Health Board Anyone specified in Action Programme 	<ul style="list-style-type: none"> Council approves LDP & publishes on the web-site, distribute to libraries, agencies, Community Councils, etc. Notify all participants of adoption of Plan, etc. Public Notice - intent to adopt Report to Council's Executive Committee

February 2014 - 2019

MONITORING & EVALUATION	STAGE	OBJECTIVES	KEY PARTICIPANTS	METHODS OF ENGAGEMENT
	<ul style="list-style-type: none"> Monitoring & Evaluation Annual Monitoring Statement 	<ul style="list-style-type: none"> To determine how effective the methods of engagement were To inform future reviews of the LDP & participation 	<ul style="list-style-type: none"> Strategic Housing Forum Community Planning Partners Key Agencies & others 	<ul style="list-style-type: none"> Review attendance at workshops/ public meetings Written submissions hearings & inquiry sessions to hear outstanding objections In-house staff training/share experiences