

# Local Place Plans – ‘How to’ Guide

# Local Place Plans Guide

## Introduction

The Planning (Scotland) Act was passed by the Scottish Government in 2019. A key priority in this legislation is to empower communities and strengthen links between citizens, communities and the planning & spatial design process.

In order to take steps toward achieving this, Local Place Plans have been introduced as a way for communities to highlight issues, gather ideas and express aspirations for the future through a community-led action programme.

It is important that communities have the chance to participate in all parts of the planning system ranging from Local Development Plans, National Planning Frameworks and Planning Applications put forward in their area.

Local Place Plans are not intended to replace these opportunities, but instead to compliment and be provided alongside them. They present an opportunity to proactively look ahead in setting out the community's ideas for the future.

## What are Local Place Plans?

Local Place Plans are community-led plans primarily to guide the use of land and potentially key buildings within a defined locality. They outline areas of potential change, identify enhancements, and prioritise areas of vacant or derelict land for new or alternative uses.

Local Place Plans are a way for communities, working with Glasgow City Council and other public sector organisations, to bring forward proposals that reflect National and Local Outcomes. Plans should also assist the Council to have an improved understanding of local aspirations.

### Who can submit a Local Place Plan?

Local Place Plans can be submitted by a community-controlled body as defined in the Community Empowerment (Scotland) Act 2015. The definition covers community councils and community bodies which have a written constitution.

Plans are community led and reflect the local vision for the area, informed by strong community engagement which gives everyone the opportunity to be involved.

Local Place Plans should contain realistic actions to achieve the community's vision and plans must also consider Glasgow City Councils Development Plan as well as other relevant spatial strategies.

Local Place Plans should also take into consideration Locality Plans where these are in place, which are more broadly based community plans aimed at tackling

inequalities and enabling Community bodies to participate in making at a neighbourhood level.

There are currently 10 Locality Plans in place across Glasgow. Further information on these can be found [here](#):

### What can Local Place Plans cover?

Sometimes new buildings, changes to the use and appearance of existing buildings, and other changes in the way land is used are needed. These activities are called 'development'. The planning system makes decisions about future development and the use of land, it decides where development should happen, where it should not and how development affects its surroundings.

Though not an exhaustive list, examples of what could be considered as development or use of land which might feature in a Local Place Plan could include things like:

- sites which support climate change adaptation, such as renewable energy or flood mitigation;
- local initiatives for the promotion of active travel and community food growing;
- sites for housing, including for affordable housing, new or retained local employment or new tourism/community facilities;
- retaining, improving, and expanding quality open space and green/blue infrastructure and play facilities;
- conservation of the natural/built environment;
- improvements in the town/neighbourhood centre;
- support for a national development, as featured in the National Planning Framework.

Matters which may not be defined as 'development' may nevertheless also be important for a community. Again, though not an exhaustive list, examples of what would **not** normally be considered as development include:

- litter management and dog fouling;
- improvements to public transport (routes and timetables); and
- proposals which do not fundamentally impact on the long-term use of land, such as occasional activities/events using existing facilities, spaces and places.

Community Bodies will want to consider how these issues can be appropriately expressed in their Local Place Plans. For example, issues relating to litter and dog fouling could be raised as part of a general concern around the amenity of an area. There could also be scope for these issues to form an element of the additional information submitted by the Community Body.

## Local Place Plans for Your Area

Local Place Plans will help inform the evidence gathering stage for Glasgow’s next [Development Plan](#), which sets out the City’s spatial priorities and also policies and proposals for the future use of land and infrastructure in the city. Local Place Plans offer an opportunity for every citizen of Glasgow to influence the Development Plan and to tell us about their lived experience.

Plans should be community led and reflect the local vision for the area. However it is important when developing their plan that communities are aware of the priorities of the Council and projects which are already underway within their area and across the city. The list below includes helpful links to policies and projects which should be taken into account when thinking about creating a Local Place Plan.

<b>Neighbourhoods, Regeneration and Sustainability</b>	
<a href="#">Development Plan</a>	This Plan sets out the Council's vision and strategy for land use whilst also providing the basis for assessing planning applications along with its associated Supplementary Guidance.
<a href="#">Placemaking Parts 1 and 2</a>	<p>This guidance comes in two parts, Part 1 provides the context and approach of Placemaking established in Policy CDP1. It includes:</p> <ul style="list-style-type: none"> <li>an outline of the processes to be undertaken in preparing a development proposal</li> <li>a Glasgow interpretation of Qualities of Place</li> <li>a section on the different character environments that are evident throughout the City that help to guide how a development responds to its context</li> </ul> <p>Part 2 contains detailed assessment criteria relating to physical design, this includes updated guidance on residential development to be cross referenced with the Residential Design Guidance.</p> <p>It also introduces new guidance in relation to Cultural Heritage, Temporary Uses, Community Facilities and Energy Efficient Buildings.</p>
<a href="#">Economic Development</a>	This guidance relates to new Economic Development in the City and the treatment of the City's Economic Development Areas
<a href="#">Network of Centres</a>	Policy CDP 4 of the City Development Plan sets out the context of the city's Network of Centres and the criteria for assessing development proposals affecting the centres.
<a href="#">Resource Management</a>	The guidance covers the assessment of large scale energy and refuse facilities. It also sets out guidance in relation to increasing energy efficiency and reducing energy usage in new developments. The guidance also covers the potential for district heating, identifies where it might be most appropriate

	and sets out a procedure for assessing the viability/feasibility of its use in new development
<a href="#">Green Belt and Green Network</a>	This sets out how development should protect, and make provision for the enhancement of, the Green Network. It sets out how development proposals in the Green Belt should be considered and how open space should be protected.
<a href="#">Natural Environment</a>	This SG sets out how the City will seek to mitigate and adapt to climate change challenges and seek to protect, enhance and, where appropriate, promote access to nature, including green infrastructure, landscape and the wider environment.
<a href="#">Water Environment</a>	The guidance introduces the strategic context of Metropolitan Glasgow Strategic Drainage Partnership (MGSDP) and Surface Water Management Plans and work being undertaken by the Government and Scottish Environmental Protection Agency (SEPA). It also updates flood risk assessment requirements, set sets out guidance on development in Functional Flood Plains or affecting Watercourses. It sets out requirements for applicants to prepare a Surface Water Drainage Strategy involving various details to be provided including SUDS.
<a href="#">Historic Environment</a>	This guidance sets out the City's planning approach and assessment criteria in how it will protect, conserve and enhance the historic environment for the benefit of existing and future generations.
<a href="#">Meeting Housing Needs</a>	The guidance provides detailed assessment criteria for various non-mainstream residential uses including purpose built student accommodation, multiple occupancy and care in the community housing.  There is also guidance on tourist accommodation and short stay accommodation.
<a href="#">Sustainable Transport</a>	This Supplementary Guidance (SG) provides details about how the City aims to help improve connectivity and promote more sustainable patterns of transport and travel as part of the transition to a low carbon economy.
<a href="#">Delivering Development</a>	This guidance outlines the mechanisms the Council will use to secure contributions to deliver on specified infrastructure as well as broader bespoke requirements that may emerge in a particular development or location.  It sets out the justification for the two infrastructure requirements including locational restrictions, the calculation methodology and the protocols for engagement and payment of contributions along with financial viability and cases where exemptions may apply.
<a href="#">River Clyde Development Corridor Strategic Development Framework (SDF)</a>	A Strategic Development Framework (SDF) provides a structure for the future development and regeneration of an identified geographical area. It acts as an overarching framework identifying key priorities, design principles, connections and strategic relationships. It can support more detailed planning

	work on specific sites and projects within the overall plan.
<a href="#">City Centre SDF</a>	
<a href="#">Glasgow North SDF</a>	
<a href="#">Govan Partick SDF</a>	
<a href="#">Drumchapel Local Development Framework (LDF)</a>	The City Development Plan proposes Local Development Frameworks (LDF) to deliver planning change at a local level for areas of the city where it is recognised that an additional layer of planning intervention is required.
<a href="#">Pollok LDF</a>	
<a href="#">South Central LDF</a>	
<a href="#">Open Space Strategy</a>	<p>The OSS is a corporate strategy that will align the work of various council services to deliver a variety of benefits for people and nature in Glasgow in line with the strategy's three outcomes - enhancing:</p> <p>the City's Liveability, increasing its attractiveness as a place in which to live, work, move around, study and invest;</p> <p>the Health and Wellbeing of the City's human population and of its flora and fauna; and</p> <p>the long term Resilience of the City in relation to issues such as climate change.</p>
<a href="#">District Regeneration Frameworks</a>	This DRF is intended to be a Handbook for Change; describing future ambitions for 9 Districts identified in Glasgow's City Centre Strategy and providing a practical manual to enable partnership working and guide delivery.
<a href="#">Residential Design guide</a>	Glasgow's Design Guide for New Residential Areas builds on and interprets the guidance set out in Designing Streets, taking cognisance of the City's physical context and policy requirements, to assist in the delivery of better designed new residential areas. The Guide draws together the Council's key planning and road design requirements.
<a href="#">The Glasgow Standard</a>	This design schedule for housing outlines the standards required for properties funded through the Affordable Housing Supply Programme in Glasgow and brings together all of the good practice to set out an exemplar minimum standard for all new build housing in the city.
<a href="#">Conservation Areas in Glasgow</a>	Glasgow currently has 25 conservation areas varying in character from the city centre and Victorian residential suburbs to a rural village and a former country estate.
<a href="#">Conservation Area Appraisals</a>	To determine whether an area merits Conservation Area status a conservation area appraisal must be prepared. The purpose of a conservation area appraisal is to define what is important

	about its character and appearance and to identify its important characteristics. It is also a vital tool to enable the active management of the conservation area.
<b>Climate Emergency</b>	
<a href="#">Glasgow's Climate Plan</a>	Our Response to the Climate and Ecological Emergency
<a href="#">Biodiversity</a>	Biodiversity reports
<b>Everyday Glasgow</b>	
<a href="#">Liveable Neighbourhoods</a>	Liveable Neighbourhoods (LN) is Glasgow's approach to blending the 20-minute neighbourhood concept with the place principle. The City Council will work with and enable communities to improve their areas through the formation of Liveable Neighbourhood Plans.
<a href="#">Active travel</a>	As part of a step change to how we move around Glasgow, the Active Travel Strategy (ATS) aims to achieve significant modal shift across the city to walking, wheeling and cycling
<a href="#">Food growing strategy</a>	Under the Community Empowerment Act 2015, all Scottish Local Authorities are required to produce a Food Growing Strategy for their area.
<a href="#">Urban forest and woodlands strategy</a>	The strategy has been developed by all eight local authorities within Glasgow City Region, Scottish Forestry, NatureScot and Glasgow and Clyde Valley Green Network Partnership. It sets out a positive woodland expansion vision for the next 10 years.
<a href="#">The Glasgow Green Deal</a>	The Glasgow Green Deal is a nine-year mission which will fundamentally reshape the city's economy. It is a transformative new approach, designed to bridge the gap between aspirations and action around the climate and ecological emergencies and deliver equitable, Net Zero carbon, climate resilient living by 2030.
<a href="#">Community Councils</a>	Information on Community Councils
<a href="#">Near Me Map</a>	this can be used to find out the Councillor, MP, MSP, Is it a Parking Zone? School Catchment? Etc.
<b>National and International Glasgow</b>	
<a href="#">National Planning Policy Framework 4</a>	National Planning Framework 4 (NPF4) is the national spatial strategy for Scotland. It sets out spatial principles, regional priorities, national developments and national planning policy.
<a href="#">UN-ECE Cities</a>	A smart sustainable city is an innovative city that uses ICTs and other means to improve quality of life, efficiency of urban operation and services, and competitiveness, while ensuring that it meets the needs of present and future generations with respect to economic, social, environmental as well as cultural aspects.
<a href="#">COP26 Global agenda</a>	Learn about how the negotiations at COP26 went and the outcomes achieved

## Initial Stages

One community group should act as lead organisation. This could involve chairing a local steering group of all interested organisations and bringing everyone together. Constituted groups such as Community Councils are ideally placed to take this role.

At the start of the process, it is important that the timescales involved in preparation and delivery of the plan are considered. While the plan may require around 6 months to 1 year to prepare, delivery may be over several years.

It is important to come to the Council first and engage with other partners at an early stage in the process to secure support and guidance. Sufficient resources need to be in place to produce the plan. Specialist support may be required to assist with design, graphics or community engagement.

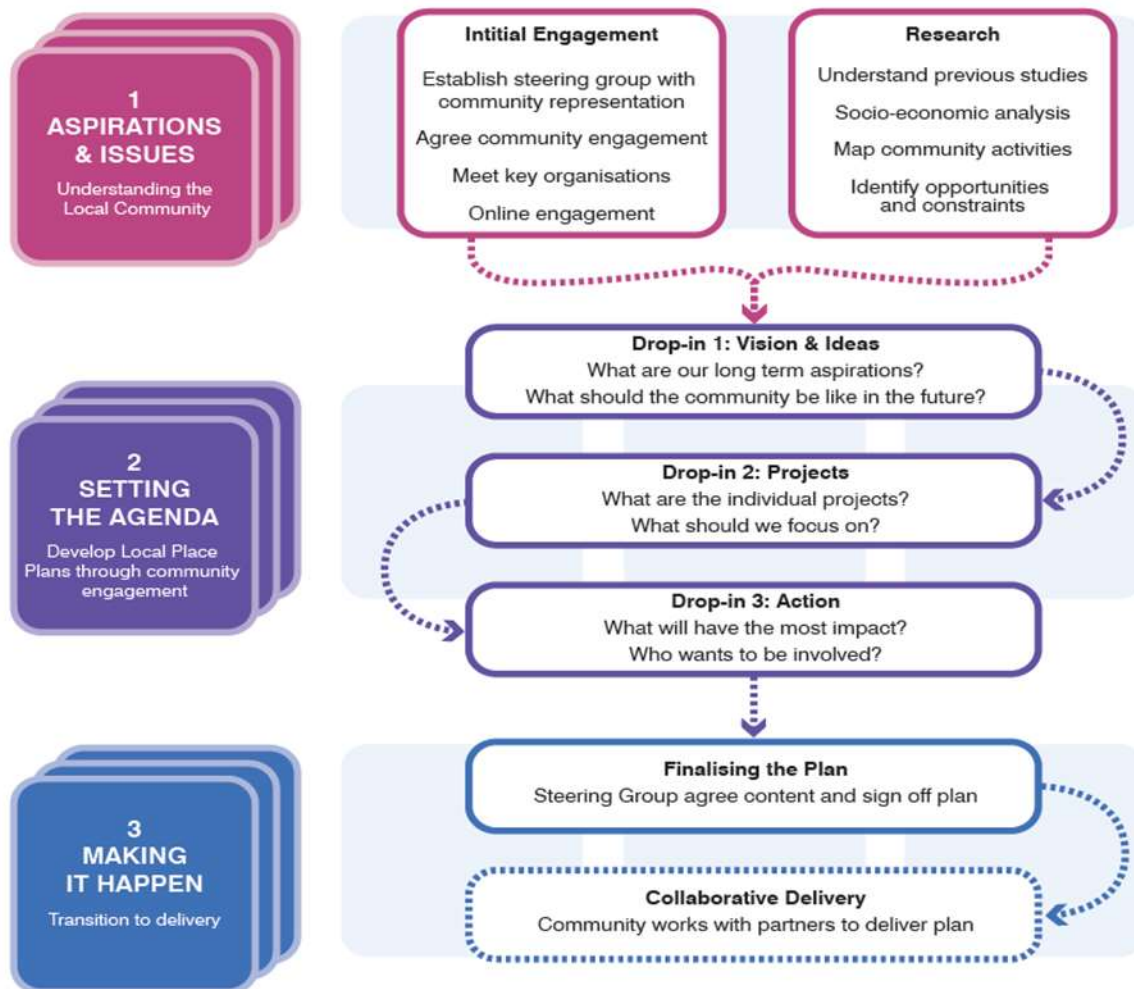
## Creating a Local Place Plan

This section sets out how a Local Place Plan might be prepared. It is important to note that there is no 'correct' approach and that this can be designed to reflect individual communities and local context.

The approach identified in the example below shows a typical six month process over three stages. Each stage has a number of key steps, shown on the following pages.

**EXAMPLE** - A pilot Place Plan was prepared for Foxbar, an established urban neighbourhood within the town of Paisley over spring 2018 with the support of the Scottish Government.

<https://www.renfrewshire.gov.uk/media/9291/Foxbar-Place-Plan/pdf/Foxbar-Local Place Plan FINAL.pdf?m=1551437656463>



## A. ASPIRATIONS & ISSUES : Understanding the Community

The aim of this stage is to begin to understand the community at a local level and local context, as a basis for preparing the plan.

### Previous Engagement

A useful starting point is to determine whether previous consultation exercises have been undertaken by any organisation within the area in recent years. This can provide helpful information on active local community groups, any existing or historical issues and future aspirations.

## **Desktop Research**

Reviewing background information and documents will also be helpful in understanding the local area. This can include data from the census and Scottish Index of Multiple Deprivation (SIMD) and documents such as the Glasgow City Council Development Plan, the LOIP (Local Outcome Improvement Plan) and more.

There will likely be a high volume of existing strategies, plans and policies in place or in the process of being refreshed and updated over the course of creating the LPP.

The most important aspect is to make reference where you can to specific sections in each that align with and support the vision and ideas you are setting forth with your community, as this will in turn strengthen the basis of the LPP.

## **Community Engagement Plan**

Effective community engagement is crucial to the success of the plan. This should seek to include as many in the community as possible from all backgrounds and walks of life, through a range of techniques, locations and times. The table below shows a typical approach to consultation. There are many sources of good practice in community engagement online, including a number of web-based resources specific to Scotland: -

[Place Standard Tool](#)

[PAS SP+EED](#)

[National Standards for Community Engagement](#)

## **Initial Meetings & Workshops**

As an early part of the community engagement plan, discussions with Glasgow City Councils Planning Department, community groups, businesses and Community Planning Partners will give helpful insights into local issues and community activity. Scheduling this as early as possible will also be helpful in raising awareness of the plan with those in the community who will be taking part

## Example of typical Stage 1 Activities

Story map version should be more of a timeline diagram split into stages.

	Description	Participants
<b>Local Organisations</b>	One to one contact. Discussions may include: - What is the organisation already doing locally? What are their aspirations? How might the plan help to deliver their objectives? <b>Ask all to promote the development of the Plan.</b>	Key community organisations. This could include the local Community Council, Community Centres and those using community facilities, libraries, shops, churches and those using church halls, uniformed youth organisations, care homes.
<b>Councillors</b>	Briefing meeting and subsequent contact as required.	Local Ward Councillors Community Councillors
<b>Community Planning Partners and other stakeholders</b>	One to one contact. Discussions may include: What is the organisation already doing locally? What are their aspirations? How might the plan help to deliver their objectives? <b>How might they help to deliver the plan?</b>	Key organisations and local stakeholders. This could include Council Services, local Housing Associations, emergency services, Health and Social Care Partnership, Glasgow Life and third sector organisations.
<b>Community Survey</b>	Short survey suitable for all ages. Distribute online and hard copy via community groups, local network, social media and local 'on street' events. Potential to combine with event flyer.	Everybody in the local community. Particular effort should be made to consider different ethnicities and cultural requirements of engagement at this stage.
<b>Schools and youth organisations</b>	Sessions and or/surveys to help understand aspirations.	Primary and Secondary Schools Youth groups
<b>'On Street' Events</b>	Events at key local facilities such as shops, community halls, community events, bus stops, local library and health clinics. Use discussions to complete surveys and distribute flyers.	Everybody in the local community
<b>Social Media</b>	Regular publicity and updates. Use existing pages or create a new page if appropriate. Link to others to increase publicity and awareness.	Everybody in the local community
<b>Desktop Research and Analysis</b>	Review of any previous studies, Council and Community Planning Partner plans and strategies. Review of opportunities and constraints.	Place Plan Steering Group.

## **B SETTING THE AGENDA Develop Local Place Plans through community engagement**

The aim of this stage is to develop the plan with local community, building on early engagement

### **Approach and Priorities**

It is important the local community set the approach and priorities for the plan – they should set the agenda for the future of their place. At the same time the Local Authority / Council, Community Planning Partners / Public Service Partners, 3rd Sector, Community Groups, Businesses and other key stakeholders can also be provided opportunities for involvement where possible, in order to support and assist in the production and delivery of the plan.

### **Encouraging Engagement**

The plan should be developed through a series of well promoted events and online engagement. The aim should be to encourage as many people as possible to participate. Careful thought should be given to the sequence and format of events – welcoming and more informal ‘drop in’ events are often the most successful. Social media can also be a very effective form of engagement.

It is important to note that while Social Media is instrumental in reaching a large number of people, quickly and with little financial cost – not everyone in every community has access to, can afford to or has the ability to access online and digital materials.

This by no means should limit or hinder your ambition for promoting and taking forward the creation of you and your community’s LPPs through online and digital means, but it can also be beneficial to ensure that paper / printed copies of key documents are available at ‘Milestones’ through the creation of the LPP, to ensure that all can take part.

### **Communicating Ideas**

Using graphics such as drawings, plans and images is often the best and most simple approach to communicate ideas, able to express a concept or ideas that otherwise could take a length of time to explain.

## **C MAKING IT HAPPEN - Transition to delivery**

The aim of this stage is to prepare the plan and move towards delivery

### **Finalising the Plan**

The plan should be based on outcomes from community engagement, with content agreed and finalised by the Steering Group. Ideally, any particularly lengthy or detailed sections of the LPP should be accompanied by a short 'Summary', with visual graphics and photographs throughout to help communicate ideas and priorities quickly.

### **Vision**

LPPs are most effective when, alongside Priority Actions, they also present a clear case and view for the future vision of the community. This will ensure that the LPP stands the test of time, and that when other plans, policies and strategies are created in the years ahead, they can be encouraged to take account of the community's vision set forth in the LPP.

This often takes the shape of (5-10 years) vision for the community accompanied by deliverable actions, with enough flexibility to accommodate changing circumstances over that time.

### **Be Practical – But Also Be Ambitious**

The focus of the plan should be on priorities and actions which are deliverable. Short term actions and 'quick wins' will help to deliver the plan and build momentum. More ambitious, long term actions can also be included even though resources might not yet be available. In considering longer term actions, the key is to consider whether a realistic delivery route may exist in the future.

### **Community Led Action**

The focus of Local Place Plans should be on the local community – how it can lead on actions and change the neighbourhood.

This can be a useful focus because these are actions and priorities over which the community has control, decision and discretion.

This can help demonstrate to the community that change and improvement is a realistic ambition, at the very least when focused on making improvements at the local level without having to rely on others to achieve it.

However, it can also be beneficial to identify a list of 'Ideas / Future Projects' which will require resource, investment and collaborative effort.

This can range from opportunities for collaboration with local schools, police officers, health and social care, with 3rd Sector, Voluntary and Community groups or engagement with locally based or operated businesses.

This can also include areas of 'potential investment' where the community has a certain project in mind, that can be contributed to by investment or developers – again placing the community at the fore-front of setting the future vision alongside existing Local Authority and other planning processes.

### **Promote the Plan**

Once the plan is complete, this should be circulated and promoted widely within the local community and key partners. This is important to help generate community support and mobilise local groups and volunteers to deliver projects.

### **Design and Format**

There is no 'correct' approach on the look of a place plan. Generally, plans will share some similar elements and it is important that they are visual in showing ideas and actions.

### **Vision**

Each plan should have an overall vision which captures community aspirations for the future, and specific individual actions to assist in achieving that vision. Actions should be flexible enough to adjust to changing circumstances.

### **Local Context**

Each plan should reflect local context and community aspirations. Glasgow is a diverse area and each community has unique assets and aspirations

### **Graphic and Visual**

Plans should be highly visual, using graphics, plans and diagrams to communicate main points. Detailed information considered important can be included within appendices.

### **Short and Succinct**

Plans should be written in a way which avoids jargon and be as short and succinct as possible. Typical content might include: - community assets and aspirations, overall vision, priority projects and delivery.

### **Delivering Priorities and Key Actions**

Delivery of the plan is just as important as preparation and it is important to move quickly from planning to action.

### **Working together**

The local community, Council, Community Planning Partners and other key stakeholders should continue to work together to support delivery of actions in the plan. Changing the role of the Steering Group to a Delivery Group is a good way of doing this.

### **Quick Wins**

It is important to identify at least one action which can be delivered easily and quickly – for example a litter pick. This will demonstrate success, build momentum and encourage more people to get involved.

### **Communication**

Communicating progress with the plan and successes is also key, and can be through a variety of means, for example social media. Good communication and delivery of actions is vital to building momentum, support and capacity within the local community and key stakeholders

### **Additional Guidance**

National guidance is also available to assist in the delivery of Local Place Plans. This can be viewed here:

<https://www.ourplace.scot/home/local-place-plans>