

East Lothian Council

Local Place Plan Template

Foreword

The following template sets out a suggested structure for how you might want to prepare your Local Place Plans. This is an optional guide that ensures, when followed, meets all Government legal requirements for LPP preparation. The design and content of each Local Place Plan should be tailored to the needs of your community. Before starting you LPP it would be helpful to the Council if you could fill in and send to us your [Note of Interest](#) in doing an LPP.

The main legislative documents that set out how a Local Place Plan should be completed are:

- Schedule 19 of the [Planning Act](#) -
- [Planning Circular 1/2022 Local Place Plans](#)



If you have any specific questions about the LPP process or require assistance with this template, then you can contact the Policy & Strategy Team by emailing us at:

LPPS@eastlothian.gov.uk

What an LPP should contain

All LPPs will differ in length and content depending on the area covered, the range of issues, and the number of proposals identified and presented. An LPP must contain a proposal for the development or use of land. Sometimes new buildings, changes to the use and appearance of existing buildings, and other changes in the way land is used are needed. The Local Place Plan must include a map(s) outlining the area that is the focus of proposed change. A Local Place Plan can be a short, clear and visual document which sets out the Community Body's proposals and priorities.

Validation and Registration

This template is set out in a format that allows an LPP to meet the Government's legal requirements needed for successful validation. There is also a validation check list at the back of this template that will help the community body and the Council review this document when checking a Local Place Plan submission against the Government's legal requirements, as part of the validation process.

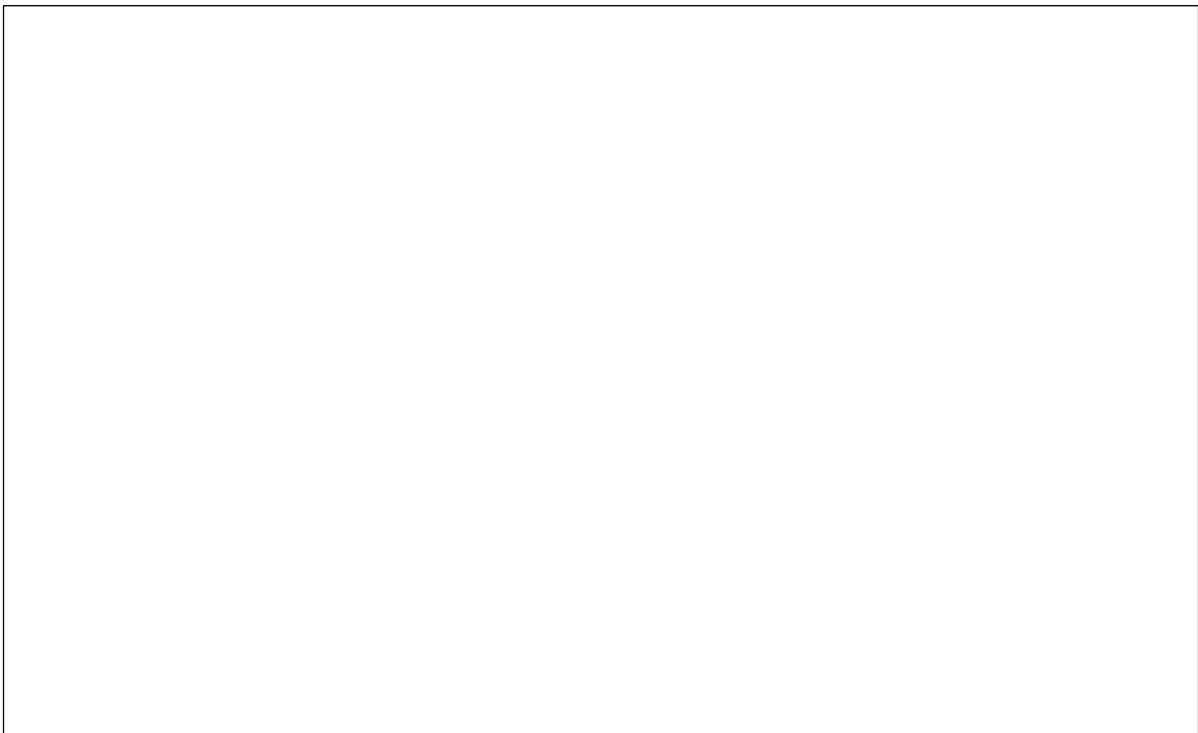
After a community has submitted its Local Place Plan and any supporting documents, and they have been checked and validated by the Council they will be added to the LPP Register and available to view on the Council website.

Front Cover

Your title page is your reader's first impression of your Local Place Plan. Your title page should feature some basic information:

- The name of your Local Place Plan (this should include the name of the area it covers)
- The years which the Plan will cover e.g. 2024 – 2029
- The name of the community body¹ who has prepared the Local Place Plan
- The date of the Local Place Plan in dd/mm/yyyy format

You could use some local pictures and/or quotes or phrases that resonate with your chosen area or are from those you have engaged with to grab your reader's attention². It can be as simple or as detailed as you wish.



¹ Contact details provided in a Local Place Plan must be generic, and contain no personal email or postal address and no phone numbers – Remember, the plan will be a published document.

² The community-controlled body preparing the Local Place Plan is responsible for obtaining all necessary permissions for the use of any photos and graphics included in their Local Place Plan –

Foreword (Optional)

You could use this section to include a brief account of your community, its history and highlight any challenges or opportunities being faced.

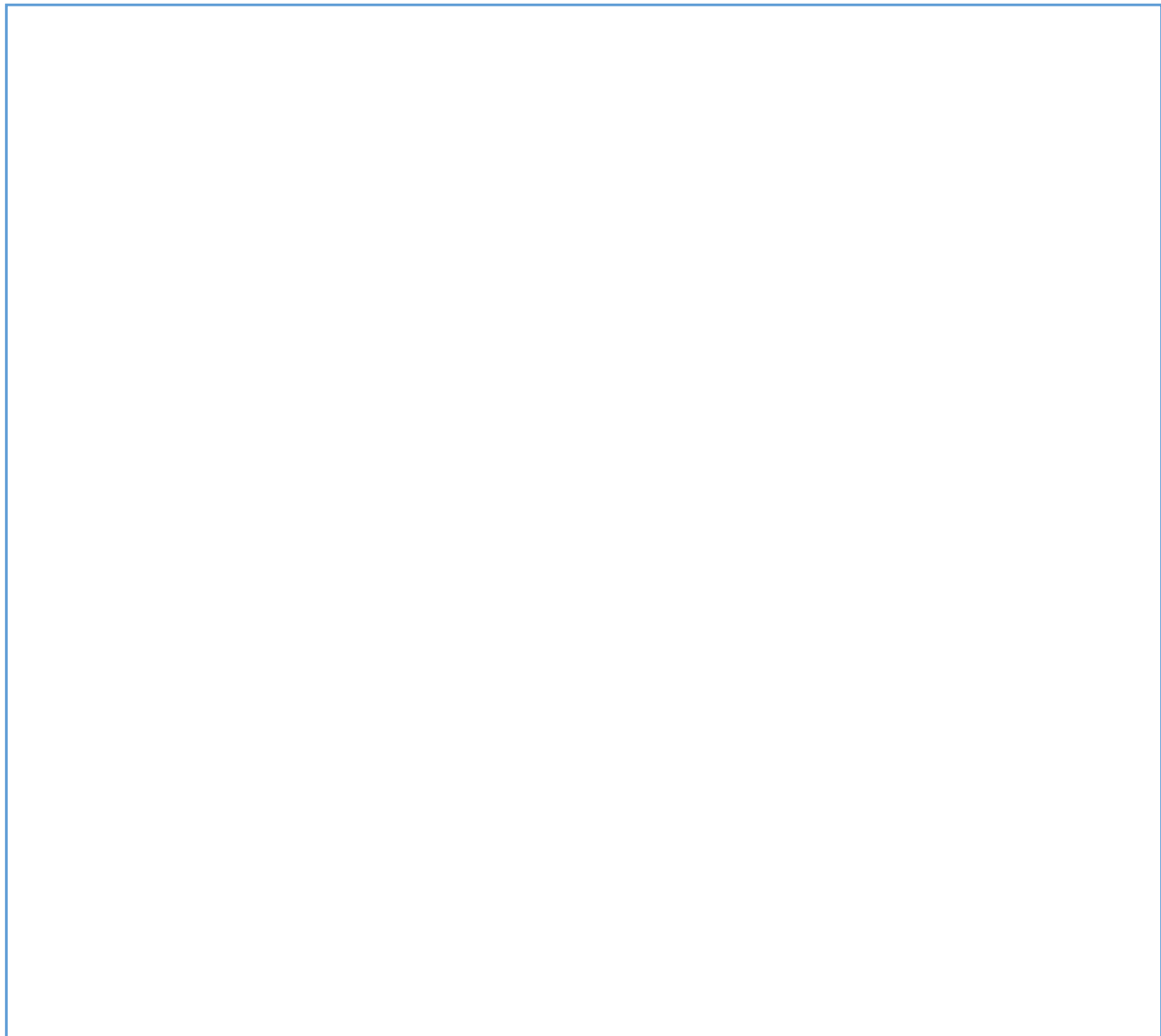
Introduction

This section should briefly explain what a Local Place Plan is. Local Place Plans can only be prepared by a community council or community-controlled body. Introduce the Community Body³ here – who and where you are.

This section should include why you are producing a Local Place Plan including the main aim or purpose of the plan, i.e., to identify community needs and aspirations, areas for development, in order to attract and guide funding and/or in order to influence the new Local Development Plan.

The fundamental requirements for a Local Place Plan are that it must fulfil the following criteria. It must: be prepared by a Community Body; be a proposal as to the development or use of land; and fulfil the legal requirements set out in the 1997 Act and the 2021 Regulations.

This section could summarise the consultation that has taken place and who was involved. You might consider including some pictures from your community engagement events.



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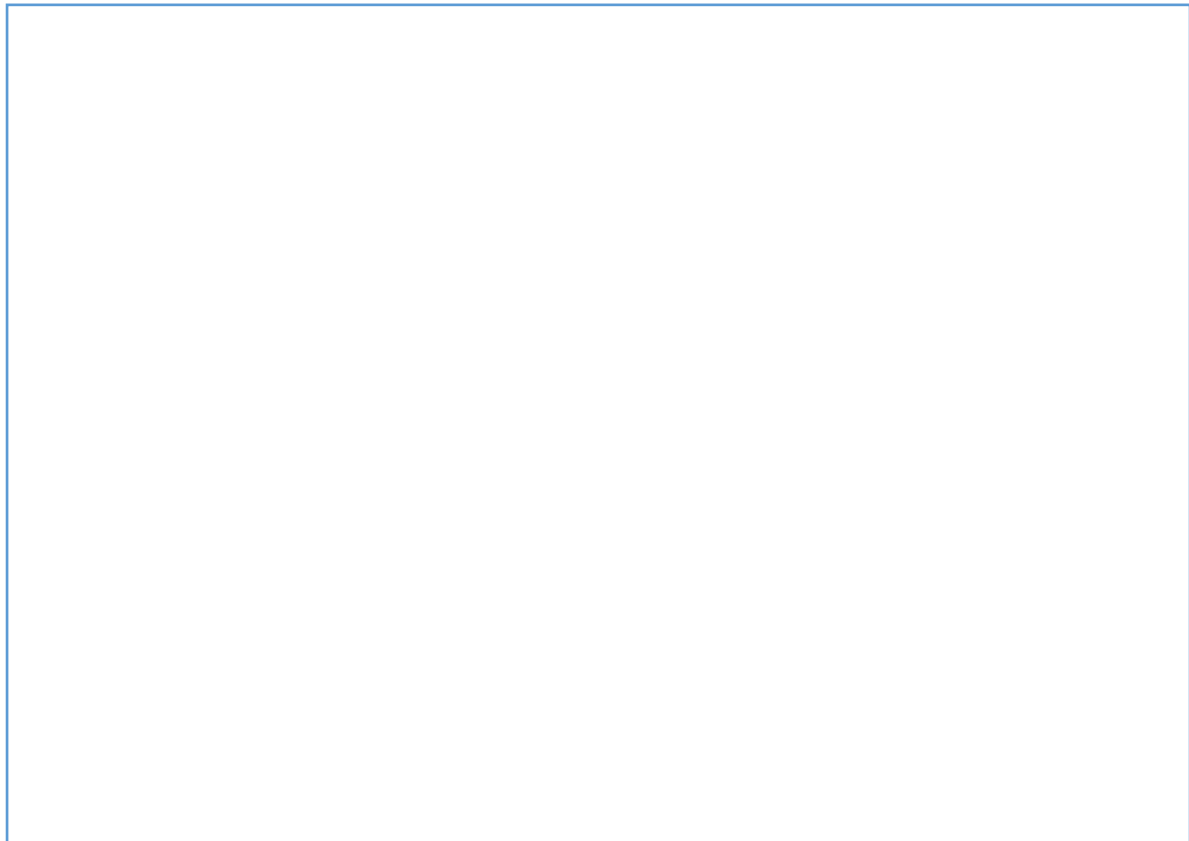
Local Place Plan Area Map

This page sets out the area that your Local Place Plan covers, which then defines the boundary⁴ of the community that you consult with.

The Local Place Plan area can be as big or as small as you like (a street, a town centre, a ward) It is up to you to define the area. If it is a large area, you may wish to identify sub-areas for particular focus in your Local Place Plan.

Your Local Place Plan area must be shown on a map. The [Parish Online mapping tool](#)ⁱ can be used by community councils for free for 12-months.

The map of the Local Place Plan shows the wider community and planning authority the extent and boundary of the Local Place Plan area. It can map land and buildings that the community sees as being particularly significant, and also identify location-specific proposals.



⁴ The boundary of your Local Place Plan area must be drawn as a solid line (neither fuzzy nor dashed) so we can accurately plot it

Context/Description of the Area

In this section, you could describe your community, and what it is currently like to live in your area. Things you might want to include are:

- Services e.g healthcare, schools, shops etc
- Housing
- Transport – moving around your area and beyond
- Open space – allotments, place spaces, natural environment
- Culture and Heritage

This is not an exhaustive list and you can use focused topics that are relevant to your area. [The Place Standard Tool](#) will help to identify what topics and questions you might want to ask your community. The tool will help you define the headings for this section of the plan.

Regard given to other documents

This section must include a statement that shows how the community council or community controlled body had regard to the National Planning Framework⁴, adopted or proposed Local Development Plan, and any relevant Locality (Area) Plans in preparing its Local Place Plan. Local policies can be accessed via the Council webpages.

Where there are Proposed Plans, a community body could consider that, due to the age of an Adopted Plan, the policies and proposals emerging in the Proposed Plan may also influence the community body's thinking. If you need help with identifying the Plan(s) for your Local Place Plan area, please contact the Policy and Projects Team.

The community body must explain how they had regard to the National Planning Framework, Local Development Plan, and Locality Plan for its Local Place Plan area while preparing the Local Place Plan. .

Community Engagement

In this section, you should outline the engagement activities that you have carried out, and provide a summary and your analysis of all the feedback you received. So that your Local Place Plan has the greatest credibility and impact, it is important that everyone in your community is given an opportunity to have their say⁵.

The planning and strategy team can advise on engagement methods.

It is likely that the engagement you carry out will help identify the assets, opportunities, needs, and challenges, and proposals for your area, as discussed in the next two sections of this template.

⁵ The community body must provide a copy of any documents referred to in their local Place Plan (other than documents prepared or published by the planning authority to whom the Local Place Plan is submitted) where any document is publicly available online and free of charge; the community body can include a hyper link in their Local place Plan to provide access.

Assets, Opportunities, Needs and Challenges

This will form the main section of your Local Place Plan and should be completed following extensive engagement with the local community to determine the views of local people. This engagement needs to ensure that everyone, including young people have had an opportunity to be involved. It should reflect the views of the whole community.

[The Place Standard Tool](#) can help guide these discussions around key questions.

Proposals

This section must contain proposals and priorities relating to the development or use of land, which can include suggested changes to planning policy or proposals for development on the ground. These should be as specific as possible and be in relation to the outcomes of the community engagement i.e., identified assets, sites that support climate change, retaining, improving and expanding and/or rationalising open space and green/blue infrastructure and play facilities, sites for housing, local employment, community and tourism facilities etc

The Local Place Plan is to contain a statement of the Community Body's proposals as to the development or use of land within the Local Place Plan area.

The community body must provide a map that shows any proposals for the development or use of land and/or building(s) that have been identified in their Local Place Plan.

To meet this requirement, you can use multiple maps, if for instance, your Local Place Plan area is large and you have chosen to identify sub-areas for particular focus. Or where the number of proposals to be identified causes a map to lose clarity, you can use additional maps, inserts or an accompanying key to assist in understanding.

Where the community body identifies land or buildings that are 'locally significant' the Local Place Plan must include a map(s) that identify the location of that land or building.

If your community engagement identifies land or buildings that are felt to be of particular significance to the local area, then the location of these 'locally significant' land or buildings must also be identified on a map. Identifying 'locally significant' land and/or buildings in a Local Place Plan can help recognise their importance within the community and make sure they are considered in planning decisions.

Any proposed changes to the East Lothian Local Development Plan must be set out in a statement accompanying or included in the Local Place Plan.

If your proposals include suggested changes to the Local Development Plan, then you must state your suggestions in this section, together with the reasons why you consider that the associated policies and development proposals in the Local Development Plan should be amended. Please refer to specific aspects of policy, settlement areas, etc as appropriate when describing your reasons for the suggested changes to the Local Development Plan

The community body must set out its reasons for considering that the Local Development Plan should be amended.

Proposed Local Place Plan

At this point, the Community Body will be ready to share its proposed Local Place Plan with the wider community and will have decided on how it intends to seek their views on its contents.

It might be that the Community Body had already been engaging with councillors for the Local Place Plan area, while developing the Local Place Plan. It is a statutory requirement that the Community Body ensures that it contacts all councillors within the Local Place Plan area at this pre-submission stage, even if it had previously engaged with those councillors earlier in the process. It must also ensure, where the Local Place Plan area covers more than one ward or extends into another local authority area, that those councillors are also sent the proposed Local Place Plan and the information notice.

Before submitting a LPP to the Council, the Community Body must send a copy of the proposed LPP and an information notice to the following (a) each councillor for the LPP area, (b) a community council any part of whose area is within, or adjoins, the Local Place Plan area.

An information notice must include a brief description of the content and purpose of the proposed Local Place Plan and information as to how and to whom any representations on the content of the proposed local place plan should be made, the date by which they should be made which must be a date that is not less than 28 days after the date on which the notice is sent.

The description of the content and purpose need not be exhaustive as the notice will be sent alongside the proposed Local Place Plan. The description should be in writing and include the following:

- a description of the general area that the Local Place Plan covers; and
- the key proposals contained in the Local Place Plan statement.

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.

To demonstrate compliance with the requirements of Regulation 4, this section must include:

- A list of councillors to whom the proposed Local Place Plan was sent, with dates
- A list of community councils to whom the proposed Local Place Plan was sent, with dates
- A copy of the information notices

- You must also send us your proposed Local Place Plan as was shared with the councillors and community councils. Note, the proposed Plan is required in addition to your finalised Local Place Plan, of which the latter is the version that is checked for validation.

The Community Body is required to include a statement setting out: (i) its view of the level and nature of support for the Local Place Plan; and (ii) the basis on which it has reached that view, including a description of any consultation in respect of the proposed Local Place Plan

Engaging the wider community will provide key evidence of people's views of the proposals in the Local Place Plan. This statement should be based on evidence obtained from any activities undertaken by the Community Body to find out the views of people or organisations. The Community Body should give a brief description of the activity or activities, an estimation of the number and interests of people/organisations involved, and a brief summary of what views were expressed, both in support or where they were in opposition to the proposals. There are often differences of opinion within communities and if concerns are raised during the engagement with the community and others, the Community Body may wish to show how it has tried to resolve these.

Development Map

Insert a map of the Local Place Plan area marking it up and highlighting any land or buildings that the plan indicates should be retained or developed. Provide some supporting text to accompany the asset development map.

Registration Checklist

In order to register your Local Place Plan you need to make sure, you have provided all the information in the checklist below. You can organise a pre-submission meeting by contacting the Policy & Strategy Team: LPPS@eastlothian.gov.uk

	Registration Requirements	Relevant Paragraphs: Circular 1/2022 Local Place Plans*	✓
1	A copy of the finalised Local Place Plan		
2	Confirmation of the Community Body's status.	<i>Paras 61 – 64</i>	
3	Contact details for your organisation.	<i>Para 65</i>	
4	A map of the boundary of the Local Place Plan.	<i>Paras 37; 41; 43</i>	
5	A statement explaining how the Local Place Plan has regard to National Planning Framework, Local Development Plan and Locality Plan (referred to in East Lothian as "Area Plans").	<i>Paras 25 – 31; 68 – 69</i>	
6	Statement of your proposals as to the development or use of land or building.	<i>Paras 18-21; 41 - 45</i>	
7	A map showing proposals for development or use of land or building.	<i>Paras 41 - 45</i>	
8	A statement explaining how the proposals in the LPP align with, or differ from, the relevant policies and development proposals in the plans (in 5 above), and why it considers that the Local Development Plan should be amended in light of this.	<i>Paras 32 – 35; 70</i>	
	Evidence of compliance with the requirements of regulation 4		
9	Before submission of your plan, make sure you have sent an Information Notice and copy of the proposed Local Place Plan to all	<i>Paras 49 - 58</i>	

	relevant Councillors and Community Councils. (The period for comments on the plan should be no less than 28 days after the date of the notice).		
10	Records of when and to whom the Information Notice was sent (required local councillors and community councils).	<i>Paras 49-53</i>	
11	Evidence of level of community support for the Local Place Plan and how the Community Body reached that view.	<i>Paras 71 - 73</i>	
12	Copies of additional relevant documents as appropriate.	<i>Paras 74-76</i>	

*For detailed guidance please refer to [Planning circular 1/2022: Local Place Plans - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/publications/2022/01/planning-circular-1-2022-local-place-plans/)

ⁱ www.parish-online.co.uk/services/community-map-scotland