

The background of the slide features a large, light blue watermark of the Coat of Arms of the Isle of Man. The crest consists of a shield divided into four quarters. The top-left quarter shows a yellow saltire on a blue background. The top-right quarter shows a red stag's head facing left. The bottom-left quarter shows a white sailing ship on blue waves. The bottom-right quarter shows a white eagle with spread wings. Above the shield is a crown with four red flowers. A red ribbon scrolls across the bottom of the shield with the Latin motto 'ANNE FOR A'.

Agenda Item 11

Development Plan Scheme 2017

Falkirk Council

Title: Development Plan Scheme 2017
Meeting: Executive
Date: 21 March 2017
Submitted By: Director of Development Services

1. Purpose of Report

- 1.1 The purpose of the report is to seek approval for the latest update to the Council's Development Plan Scheme.

2. Recommendation

- 2.1 **It is recommended that the Council approves the Falkirk Local Development Plan Scheme 2017.**

3. Background

- 3.1 Under Section 20B of the Town and Country Planning (Scotland) Act 1997, planning authorities have to prepare a Development Plan Scheme at least annually. The purpose of the Scheme is to set out the authority's programme for preparing and reviewing their development plan, and to explain how the authority will go about consulting people and agencies during the preparation of the plan.
- 3.2 The 2017 update to the Development Plan Scheme, which is presented in this report, focuses on progress with, and the projected programme for, the Falkirk Local Development Plan 2 (LDP2), which is a review of the first LDP adopted in 2015.

4. Considerations

- 4.1 A copy of the proposed Development Plan Scheme 2017 is attached as Appendix 1. In summary it:
- Explains the development plan framework for the area, and how it is evolving;
 - Explains the key stages in preparing a local development plan;
 - Sets out the intended programme for preparing LDP2, and the remaining Supplementary Guidance associated with LDP1;
 - Describes the progress made to date on LDP2; and

- Explains how the Council will involve people and agencies at each stage in the preparation of LDP2 (participation statement).
- 4.2 Section 3 of the Development Plan Scheme confirms that the Falkirk Local Development Plan (LDP1) was adopted in 2015, and that the preparation of Supplementary Guidance (SG) associated with LDP1 is complete, apart from one SG which requires collaboration with other authorities. Meanwhile, LDP2 has been commenced in order to ensure that LDP1 will be replaced within the required 5 year timespan.
- 4.3 Section 4 of the Development Plan Scheme identifies and explains the six main stages in the Local Development Plan process.
- 4.4 Section 5 sets out the intended timetable for preparing LDP2. The Main Issues Report (MIR) for the LDP was published in February 2017. This represents a delay of four months as compared to the programme in last year's Development Plan Scheme. The extra time was to allow further consultation with elected Members on the content of the MIR, and to avoid running the consultation entirely over the winter period which can adversely impact on participation levels. Timescales for future stages of the plan have been put back accordingly, with the publication of the Proposed Plan estimated for May 2018. However, the projected adoption date of May 2020 is still within the statutory 5 year timeframe for replacing the LDP.
- 4.5 Section 6 outlines progress made on LDP2 to date, including completion of the evidence base for the MIR, publication of the MIR, and commencement of the MIR consultation process which will run for 12 weeks until 5 May 2017.
- 4.6 Section 7 is the participation statement, which sets out the Council's intentions for consultation and public involvement in the LDP2 process. All the consultation commitments made in relation to the pre-MIR stage have now been fulfilled, and those associated with the MIR stage itself are ongoing.

5. Consultation

- 5.1 The Development Plan Scheme sets out the Council's consultation commitments in respect of LDP2. These measures have been informed by the Council's statutory requirements, but also by a review of the effectiveness of the various consultation techniques undertaken for LDP1. There is no requirement to consult on the content of the Development Plan Scheme itself.

6. Implications

Financial

- 6.1 None.

Resources

- 6.2 None

Legal

- 6.3 The requirement to prepare a Development Plan Scheme is set out in Section 20B of the Town and Country Planning (Scotland) Act 1997, as inserted by the Planning, etc (Scotland) Act 2006, and the Town and Country Planning (Development Planning) (Scotland) Regulations 2008.

Risk

- 6.4 None

Equalities

- 6.5 There is no requirement for an Equality and Poverty Impact Assessment (EPIA) in respect of the Development Plan Scheme, which is essentially a process and programming document. An EPIA has been carried out for the LDP2 Main Issues Report.

Sustainability/Environmental Impact

- 6.6 There are no environmental impacts associated with the Development Plan Scheme itself. An Environmental Report has been produced to accompany the LDP2 Main Issues Report.

7. Conclusions

- 7.1 The Development Plan Scheme sets out the Council's forward programme for the preparation of LDP2, and how people will be involved in the process. It reports progress on LDP2 to date, confirming that the Main Issues Report was published in February 2017 and is currently being consulted on. This represents a delay on the programme set out in the last Development Plan Scheme, although the plan remains on course to be adopted within the statutory 5 year timeframe.

Director of Development Services

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Date: 21 March 2017

APPENDICES

Appendix 1: Development Plan Scheme 2017

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

Development Plan Scheme 2016

Falkirk Local Development Plan 2: Main Issues Report

Development Planning: Communications and Engagement Review

Falkirk Council

Development Plan Scheme 2017

March 2017

1. What are development plans?

Development plans are prepared by local authorities to guide the use and development of land within their areas. They contain policies and proposals which indicate where development should or not take place, and provide guidance on topics such as housing, business, shopping, transport and infrastructure, recreation and community facilities, and built and natural heritage. They usually consist of a written document and one or more maps showing where development is proposed and where various policies apply.

There are two types of development plans: **Strategic Development Plans (SDPs)** and **Local Development Plans (LDPs)**. SDPs indicate the broad scale and location of future development in each of the four city regions of Scotland. LDPs provide detailed, site-specific policies and proposals. In addition, **Supplementary Guidance (SG)** can be prepared to provide further detailed guidance on particular SDP or LDP policies and proposals.

Only the city regions have both types of plans. Elsewhere, such as in Falkirk, there is just an LDP.

2. What is a Development Plan Scheme?

Planning authorities have to prepare a **Development Plan Scheme** every year. This has to set out the authority's programme for preparing and reviewing its development plan and how it will go about consulting people during the preparation of the plan. This document is Falkirk Council's eighth Development Plan Scheme. It:

- Explains the development plan framework within the Falkirk Council area, and how it is evolving;
- Explains the keys stages in preparing a LDP;
- Sets out the programme for preparing its review of the Falkirk LDP (LDP2);
- Describes to work done to date on LDP2; and
- Explains how the Council will involve people and agencies at each stage in the preparation of LDP2.

3. Development Planning in the Falkirk Council Area

The Falkirk Local Development Plan (LDP1)

The **Falkirk Local Development Plan (LDP1)** was adopted in July 2015. Its detailed policies and proposals are intended to cover the period up to 2024, although its broader strategy looks forward to 2034.

The content of LDP1 includes:

- **Vision** - a statement of the future we aspire to in 2034.
- **Spatial Strategy** - the scale and location of new housing and economic development, the strategic infrastructure needed to support such growth, and the shape of the green network we hope to develop over the plan period.

- **Settlement Statements** - the implications of the spatial strategy for each settlement area, including a description of how it is expected to change over the plan period and the key proposals affecting it.
- **Supporting Policies** - the detailed policies which we will use to guide and assess development proposals on a day-to-day basis.
- **Appendices** – these include a site schedule which provides detail on each of the proposals included in the plan, guidance on strategic growth areas, a list of supplementary guidance, a monitoring framework and an index of all policies.

Supplementary Guidance

In conjunction with LDP1, the Council has prepared a suite of 16 Supplementary Guidance notes to provide further guidance and interpretation on some key policies in the plan. Some of these are revisions of existing non-statutory supplementary planning guidance that we have previously produced, whilst others cover new topics. Formal Supplementary Guidance must have an explicit link to a policy in the plan, be consulted on, and be approved by the Scottish Ministers. It has statutory status and constitutes a part of the Development Plan

Only one Supplementary Guidance note committed through LDP1 is still outstanding. This is SG07 on the Antonine Wall World Heritage Site which has to be prepared jointly with the other four authorities through which the wall runs.

Ref.	Title	Status
SG01	Development in the Countryside	Approved July 2015
SG02	Neighbourhood Design	Approved July 2015
SG03	House Extensions and Alterations	Approved July 2015
SG04	Shopfronts	Approved November 2015
SG05	Biodiversity and Development	Approved July 2015
SG06	Trees and Development	Approved July 2015
SG07	Frontiers of the Roman Empire (Antonine Wall) World Heritage Site	Timescale to be confirmed
SG08	Local Nature Conservation and Geodiversity Sites	Approved December 2016
SG09	Landscape Character and Assessment	Approved July 2015
SG10	Education and New Housing Development	Approved July 2015
SG11	Healthcare and New Housing Development	Approved November 2015
SG12	Affordable Housing	Approved July 2015
SG13	Open Space and New Development	Approved July 2015
SG14	Spatial Framework for Wind Energy Development	Approved July 2015
SG15	Low and Zero Carbon Development	Approved November 2015
SG16	Design Guidance for Listed Buildings and Non-Listed Buildings in Conservation Areas	Approved April 2016
SG17	Renewable Energy	Approved November 2016

As well as the above statutory guidance, there are a number of supplementary planning guidance notes which will remain non-statutory but will nonetheless be material considerations in the consideration of planning applications. These include the following:

- You and Your Trees
- Waste and Development
- Flooding & Sustainable Urban Drainage Systems
- Delivery of Denny Eastern Access Road
- Rosebank Distillery Planning Brief
- Bellsdyke Planning Brief
- Overton Farm Development Brief
- Former RSNH Site Development Brief
- Community Schools Planning Brief
- Carrongrove Mill Planning Brief
- Banknock and Haggs SIRR Development Framework

Monitoring

The Council produces an annual Development Plan Monitoring Report which assesses progress on the implementation of the strategy, policies and proposals in the plan, based on a set of monitoring indicators. It provides information, for example, on population, housing completions and supply, school capacity, employment, business land take up, visitor numbers, transport trends and environmental improvements. The most recent Development Plan Monitoring Report is the Monitoring Statement produced in conjunction with the Main Issues Report and published in February 2017.

Falkirk Local Development Plan Review (LDP2)

Planning authorities are required to review their LDPs every five years. The Council has embarked on a review of the Falkirk LDP - **LDP2** - which will have to be in place by 2020. Our expected timetable for LDP2, and the measures we will undertake to consult people, are included in this Development Plan Scheme at sections 5 and 7.

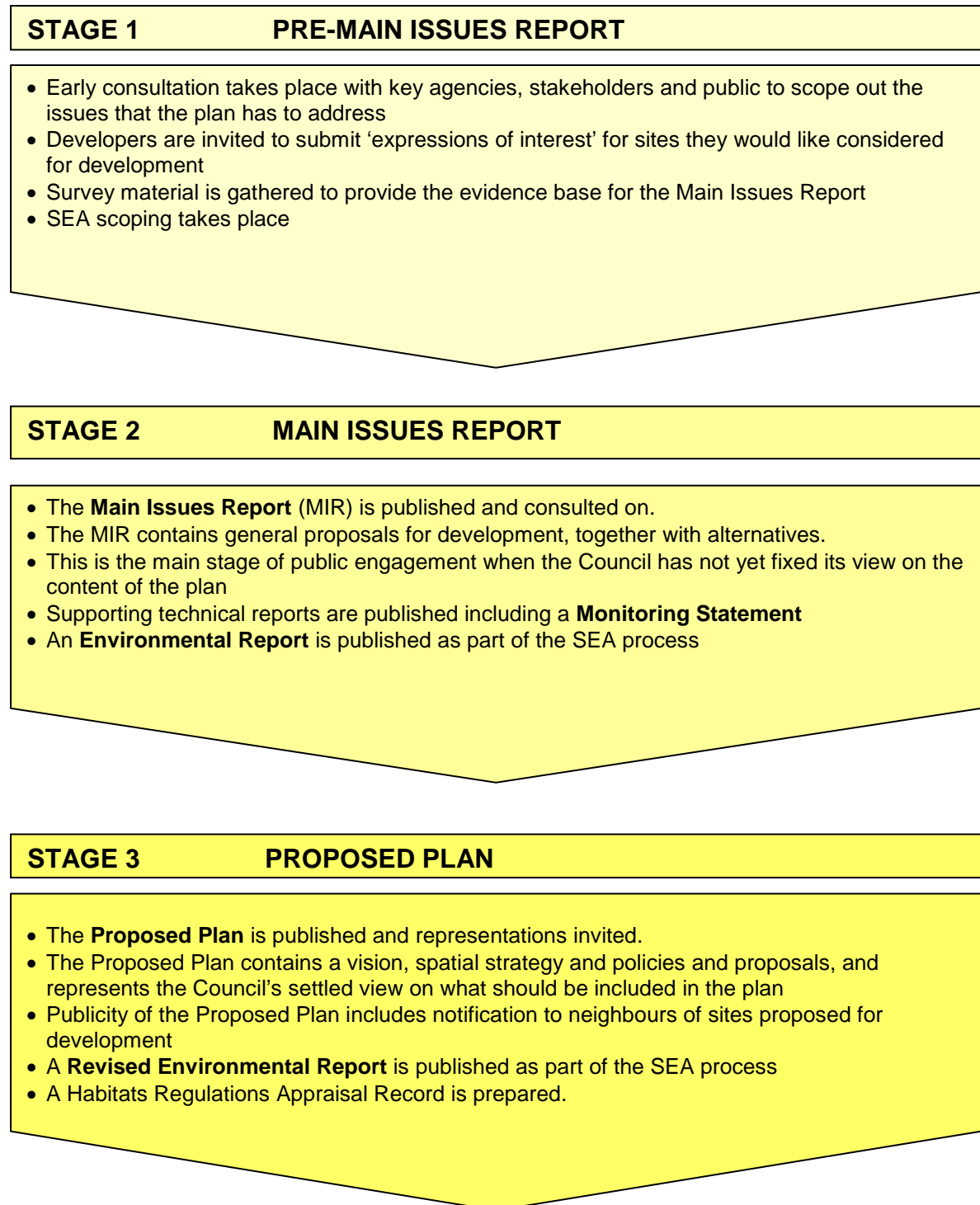
4. Stages in the Preparation of the Local Development Plan

With the Council having embarked on its second LDP, Figure 1 below is a reminder of the main stages in the preparation of the plan.

Local Development Plans need to undergo **Strategic Environmental Assessment** (SEA). SEA is a process whereby the significant environmental effects of the policies and proposals in the plan, and any reasonable alternatives, are identified. It also sets out measures which might be incorporated into the plan to reduce any negative effects. SEA is a process which is closely integrated with each stage of LDP preparation.

A further statutory process which must be applied to the plan is **Habitats Regulations Appraisal** (HRA). This is a process which assesses any effects which the plan may have on the integrity of European protected nature conservation sites.

Figure 1 Stages in the Local Development Plan Process



STAGE 4

SUBMISSION TO SCOTTISH MINISTERS

- Exceptionally, **Notifiable Modifications** to the Proposed Plan may be made in response to representations, in which case the plan will be re-advertised for further representations.
- The **Proposed Plan** is submitted to Scottish Ministers along with **Schedule 4** forms for each unresolved issue (summarising the representations, changes sought to the plan and the Council's response) and other documentation required for the Examination
- A **Proposed Action Programme** is also submitted, setting how, when and by whom the plan will be implemented
- The Environmental Report and HRA record are updated if required.

STAGE 5

EXAMINATION

- Scottish Ministers appoint reporters to examine the unresolved issues which have arisen out of the representations
- The reporters first check to ensure that the Council has conformed with the consultation commitments set out the Development Plan Scheme
- The reporters may decide to obtain further information by means of inquiry sessions, hearings or written information requests.
- An **Examination Report** will be produced with recommendations on each of the issues which are largely binding on the Council

STAGE 6

PLAN ADOPTION

- The Council publishes a **Modified Plan**, including all modifications recommended in the Examination Report unless certain exceptional circumstances apply
- The Council advertises its **intention to adopt** the Modified Plan, and sends it to Scottish Ministers
- The Council **adopts the plan** 28 days after submission to Scottish Ministers, unless otherwise directed
- Any modifications not previously subject to SEA are assessed and the HRA Record is updated if required. A **Post Adoption SEA statement** is prepared.
- The **Action Programme** is published within 3 months of adoption.

5. Development Plan Programme

Figure 2 below sets out the timetable for the preparation of LDP2.

Figure 2 Local Development Plan Timetable

LDP2		
Plan Stage	Date	Events
Stage 1 Pre-Main Issues Report	August 2015 – October 2016	<ul style="list-style-type: none"> • Compile evidence base (Monitoring Statement, Housing Needs and Demand Assessment, Technical Reports) • Engage with elected members on issues and strategy • Undertake SEA scoping • Carry out pre-MIR consultation
Stage 2 Main Issues Report	February 2017	• Publish Main Issues Report
	February – May 2017	• Consultation on Main Issues Report
Stage 3 Proposed Plan	May 2018	• Publish Proposed Plan
	May 2018 – June 2018	• Period for representations on Proposed Plan
Stage 4 Submission to Scottish Ministers	January 2019	<ul style="list-style-type: none"> • Publish any Notifiable Modifications to Proposed Plan (this stage should only be necessary in exceptional circumstances) •
	April 2019	• Submit Proposed Plan to Scottish Ministers
Stage 5 Examination	April 2019 – January 2020	• Examination of Proposed Plan
Stage 6 Plan Adoption	January 2020	• Examination Report published
	April 2020	• Modified Plan submitted to Scottish Ministers
	May 2020	• LDP2 adopted

6. Progress on LDP2

Stage 1: Pre-Main Issues Report

This stage of the plan preparation process was carried out in through 2015/2016 and is now completed.

In terms of consultation, this included:

- Consultation meetings with key agencies and housebuilder representatives
- Workshops with elected Members
- Workshops with stakeholders

- An issues consultation including an online survey and Citizens Panel survey
- Mailing of newsletter to all parties on the LDP customer database
- 'Call for Sites' exercise
- Training event for community councils
- Youth engagement exercise at Larbert High School
- Launch of LDP Facebook page

Stage 2: Main Issues Report (MIR)

The Council published the Main Issues Report in February 2017. It:

- Sets a preferred vision for the period 2020-2040 for the Falkirk area
- Identifies 11 key planning issues facing the area
- Sets out preferred options for tackling these issues, and reasonable alternatives
- Identifies preferred new sites for development, as well as sites proposed to be carried forward from LDP1, and non-preferred alternatives.

A number of Technical Reports have been published as the evidence base for the Main Issues Report: These are:

- Technical Report 1: Monitoring Report
- Technical Report 2: Site Assessment
- Technical Report 3: Housing and Settlement Growth Options
- Technical Report 4: Strategic Constraints
- Technical Report 5: Transport Appraisal
- Technical Report 6: Employment Land
- Technical Report 7: Town Centres and Retailing
- Technical Report 8: Green Network
- Technical Report 9: Pre-Main Issues Report Consultation

As part of the Strategic Environmental Assessment process, an Environmental Report was published alongside the Main Issues Report. A Habitats Appraisal Regulations Compliance Statement was also prepared, containing a preliminary screening of the various aspects of the Main Issues Report in relation to potential impacts on European protected nature conservation sites.

The Housing Need and Demand Assessment, which provided the basis for deciding how much land will be required for new housing in the future has been completed and given 'robust and credible' status by the Scottish Government.

Consultation on the Main Issues Report is being carried out over 12 weeks between 10th February and 5th May 2017. The consultation exercise comprises:

- Mailing to everyone on the Council's development plan customer database
- A newsletter summarising the content of the Main Issues Report
- 15 community roadshow events across the Council area
- Publicity through the local press, the Council's web site and 'Falkirk News' magazine, the Council's Twitter feed, the LDP Facebook page, and posters in local community buildings and shops
- Stakeholder workshops
- Presentations to community councils where requested
- Documents available online and in local libraries and one stop shops

7. Participation Statement: Getting People Involved

General Principles

The success of the Local Development Plan process depends on getting a wide range of stakeholders involved in the process. Many different people and organisations have an interest in the future development of the area and the plan will have an impact on everyone who lives and works here. It is important that they are given the opportunity to provide an input to plan preparation.

The minimum levels of publicity and consultation are set out in legislation. However, planning authorities are expected to go beyond the minimum, and to use a range of consultation techniques to engage with the different groups who may have an interest in the plan. The Council aims to target consultation effectively and ensure that the right people are involved at the right time.

For LDP2, the Council is seeking to learn lessons from the consultation exercises carried out during the preparation of LDP1. It will also be guided by its Principles for Community Involvement which are as follows:

1. **PURPOSE** : in each situation where we engage with the local community, we will be clear about whether we are informing, consulting or engaging.
2. **INVOLVEMENT** : we will identify who might be interested in any consultation or engagement and encourage them to be involved. We will also try to overcome any barriers they may face so that no group or individual is excluded.
3. **METHODS** : we will use the right methods of engagement in each situation and ensure that timescales are long enough for people to participate effectively.
4. **INFORMATION** : we will share all the information necessary for people to participate and we will use clear, accessible language.
5. **WORKING TOGETHER** : we will treat all participants with respect and we will expect all participants to treat us and others with respect. We may require people and organisations that represent their communities to show us how they have collected the views of their community.
6. **FEEDBACK** : we will always explain how people will receive feedback before they participate. We will always try to show how people's views have influenced the outcome.
7. **IMPROVEMENT** : we will monitor and evaluate our approaches to community involvement so that we can improve over time.

The Council will provide a clear point of contact for raising questions and concerns if it is thought we have not stuck to the principles during a particular consultation. We will do what we can to address concerns if the consultation is still live, and we will try to identify lessons for future work.

Who will we involve?

The Council has been engaging with groups of people and agencies in the preparation of development plans for many years, and has built up a list of organisations and individuals who have an interest in the process. This list is constantly being extended and updated. It helps us to target information about the plan on the most relevant people, although our publicity seeks to reach everyone who lives or works in the area.

The main groups which will be involved include:

Public sector

- Scottish Government (including executive agencies of the Government such as Historic Environment Scotland and Transport Scotland)
- Key agencies (bodies specified by Scottish Ministers who have to co-operate with the Council in preparing the development plan, i.e. SNH, SEPA, Scottish Water, Scottish Enterprise, SEStran, NHS Forth Valley)
- Neighbouring local authorities (i.e. Clackmannanshire Council, Fife Council, North Lanarkshire Council, Stirling Council, West Lothian Council)
- Other public sector organisations (e.g. Scottish Canals, Sportscotland, Forestry Commission Scotland)

Private sector

- Landowners
- Developers and housebuilders
- Key local companies and businesses
- Housing associations
- Transport companies (e.g. Network Rail, First Bus, Scotrail)
- Energy and utility companies (e.g. Scottish Power, National Grid)
- Telecommunication companies
- Mineral operators

Other organisations

- Environmental and amenity organisations (e.g. Central Scotland Green Network Trust, RSPB, Scottish Wildlife Trust, Civic Trust)
- Transport organisations (e.g. Sustrans)
- Business organisations (e.g. Falkirk BID)

Community Organisations & Representatives

- Community Councils
- Local councillors
- Local MPs and MSPs
- Residents associations and groups
- Local amenity and interest groups
- Churches and faith groups

Individuals

What will we do to get people involved?

Figure 3 indicates the Council's broad intentions for publicity and consultation at each stage of the preparation of LDP2.

Figure 3 Participation Measures at Each Stage of the LDP2 Process

Plan Stage	Actions
Stage 1 Pre-Main Issues Report	<p>Purpose: To gather information on the issues and sites which people think should be addressed in the plan</p> <ul style="list-style-type: none"> Publicise Development Plan Scheme by placing it on the web site - Completed Update customer database - Completed Meet with key agencies - Completed Engage with community councils, including addressing any training needs they may have to enable them to participate in the plan process - Completed Carry out a consultation on the issues to be covered in the plan - Completed Invite developers and landowners to submit any sites or proposals which they wish to be considered - Completed Hold workshops involving representatives of different stakeholder groups - Completed Carry out a youth engagement exercise - Completed Consult on the scope of the SEA - Completed Issue Development Plan Newsletter and update web site material to keep stakeholders updated on progress - Completed Explore the potential use of social media as a means of keeping people updated on progress – Completed and Facebook page set up
Stage 2 Main Issues Report	<p>Purpose: The main focus for public consultation on the plan, aimed at getting people's views on preferred and alternative options for future development. The Council has not yet fixed its view on the content of the plan</p> <ul style="list-style-type: none"> 12 week consultation period during which comments can be made on the MIR - Ongoing Publicise the MIR through adverts, the Council's website, posters in libraries and one stop shops and letters to everyone on the customer database - Ongoing Notify neighbours of any new preferred sites contained in the MIR - Completed Make the MIR and associated documents available on the website, in libraries and one stop shops - Ongoing Issue a Development Plan Newsletter which provides a concise summary of the MIR - Completed Hold an LDP 'roadshow' with a staffed exhibition held at locations across the Council area - Ongoing

	<ul style="list-style-type: none"> • Hold workshops involving representatives of different stakeholder groups - Ongoing • Hold meetings with community councils where requested - Ongoing
Stage 3 Proposed Plan	<p>Purpose: To provide an opportunity for formal representations to the Proposed Plan which, at this stage, is the Council's settled view on the policies and proposals it wishes to take forward</p> <ul style="list-style-type: none"> • 6 week period during which representations can be made to the Proposed Plan • Publicise the Proposed Plan through adverts, the Council's website, posters in libraries and one stop shops and letters to everyone on the customer database • Notify neighbours and owner/occupiers of sites proposed for development • Make the Proposed Plan and associated documents available on the website, in libraries and one stop shops • Issue a Development Plan Newsletter which provides a concise summary of the Proposed Plan • Make available a summary of all comments made on the Proposed Plan and the Council's response to them
Stage 4 Submission to Scottish Ministers	<p>Purpose: To provide an opportunity for formal representations to any notifiable modifications and to keep those who have made representations to the plan informed of progress towards the Examination</p> <ul style="list-style-type: none"> • Representation period and publicity for notifiable modifications as for the Proposed Plan • Publicise the Submission of the Proposed Plan through adverts, the Council's website, and letters to everyone on the customer database
Stage 5 Examination	<p>Purpose: To inform those parties with unresolved representations of the Examination process and where information can be found</p> <ul style="list-style-type: none"> • Notify all parties with unresolved representations of Examination • Make examination documents available for inspection, with key information on the Council's web site
Stage 6 Plan Adoption	<p>Purpose: To inform all stakeholders of the final stages of the plan process to adoption</p> <ul style="list-style-type: none"> • Publicise the 'intention to adopt' and adoption of the plan through adverts, the Council's website, and letters to everyone on the customer database

8. Let us know what you think

The Council would welcome comments on this Development Plan Scheme, to help inform how we go about preparing the local development plan and how we involve people in it.

The contact details for sending comments or finding out more about the local development plan are as follows:

Planning & Environment Unit, Development Services, Falkirk Council, Abbotsford House , Davids Loan, Falkirk FK2 7YZ

Telephone: 01324 504739 (Alistair Shaw)

E-mail: ldp@falkirk.gov.uk

Glossary

Action Programme

A document which is prepared alongside a development plan which sets out how the planning authority proposes to implement the plan. This includes a list of actions required to deliver each of the plan's policies and proposals, the name of the party who is to carry out the actions, and the timescale

Adoption

The name for the final step in the local development plan process, when the plan becomes operative, and formally replaces the previous plan.

Development Plan Scheme

A document which planning authorities are required to prepare every year which sets out their programme for preparing and reviewing their Strategic Development Plan or Local Development Plan, and what is likely to be involved at each stage. It must also contain a Participation Statement which states when, how, and with whom consultation on the plan will take place.

Development Plan

A document or documents which guides future development and land use in an area. It may comprise a Strategic Development Plan, Local Development Plan and Supplementary Guidance. The Development Plan is the basis for planning decision making. Applications for planning permission have to be made in accordance with the Development plan unless material considerations indicate otherwise.

Environmental Report

A report which sets out the results of an environmental assessment process, recording the significant environmental effects of a plan or proposal, including alternatives, and identifies measures to help reduce any negative environmental effects.

Examination

The process whereby unresolved issues raised by objections to a plan are subject to scrutiny and adjudication by an independent reporter. They are usually overseen by a team of reporters appointed by Scottish Ministers, who may seek further information by means of inquiry sessions, hearings, or written information requests. Most issues are now dealt with through written submissions. At the end of the process, an Examination Report is published containing the reporters' recommended modifications to the plan, which are largely binding on the planning authority.

Habitats Regulations Appraisal

A process whereby the effect of a policy, project or plan on a European protected nature conservation site is considered. It encompasses preliminary screening of the plan to see what aspects of the plan may have an effect on European sites, and an 'Appropriate Assessment' which considers in detail the likely consequences of the plan on the integrity of the qualifying features of the site.

Local Development Plan (LDP)

A detailed spatial plan for an area which contains a spatial strategy and site specific policies and proposals for future development, represented on a proposals map. Local development plans outwith city regions (i.e. where there is no strategic development plan) must also contain a vision statement.

Main Issues Report (MIR)

A document which represents the first formal stage in the preparation of a strategic development plan or local development plan, through which issues are identified and options for future development explored. It is the most important stage for engagement with the public when the planning authority has not yet fixed its view on the content of the plan.

Monitoring Statement

A document which monitors changes in the principal characteristics of an area (physical, economic, social and environmental) and the impact of the policies and proposals of an existing plan. It is prepared at an early stage in plan preparation and is published at the same time as the Main Issues Report.

Policies

Statements that express the planning authority's views on a given topic, or a particular type of area, and provide standards and criteria against which proposals for development will be judged.

Proposals

Sites identified in a plan for a specific development (e.g. housing, business, infrastructure).

Proposed Plan

A document which represents the Council's settled view on what the final content of the plan should be. It is produced after the Main Issues Report, and takes into account the responses to the Main issues Report.

Schedule 4

A form which is submitted along with the Proposed Plan to Scottish Ministers prior to the Examination. It contains information on representations received to the plan, the changes sought by those representations, and the planning authority's response to them. A separate Schedule 4 is completed for each unresolved issue. They are used as the basis for the Examination Report.

Strategic Development Plan

A strategic spatial plan which is produced for each of the four city regions in Scotland, and provides a broadly based view on the overall scale and location of future development in each region.

Strategic Environmental Assessment

A process whereby the effects of plans on the environment are identified, and mitigation to reduce negative environment effects is outlined. The findings of the process are detailed in the Environmental Report.

Supplementary Guidance

Documents which provide more detail about the interpretation and implementation of plan policies. Statutory supplementary guidance, which forms part of the development plan, must have a clear reference in the strategic/local development plan, must be subject to consultation, and be approved by Scottish Ministers.