West Dunbartonshire Local Development Plan (LDP3)

Draft Development Plan Scheme and Participation Statement

September 2023

Development Plan Scheme

Introduction

Thank you for your interest in West Dunbartonshire's Development Plan.

This draft Development Plan Scheme explains what a Development Plan is. It sets out what Development Plans are currently active in West Dunbartonshire and provides an estimated timeline for the preparation of a new Local Development Plan for the West Dunbartonshire planning authority area. It includes a Participation Statement which sets out how the planning authority (part of the Council) will involve the community and other stakeholders in the preparation of the new Local Development Plan.

This draft version of the Development Plan Scheme has been published so that you can comment on the estimated timeline for the preparation of the new Local Development Plan and also comment on how participation in the preparation of the Plan can best be achieved. It would also be helpful to have your views on whether the purpose of this document and its content is clear. For this reason there are survey questions included throughout the document that we would welcome your comments on.

What is the Development Plan?

The purpose of the planning system is to manage development and the use of land in the long term public interest. Development and land use in Scotland is "plan led", making the Development Plan an important document for decision making. It is a statutory plan used by planning authorities to make decisions about what development takes place and how land is used in their area.

There are two main parts of the Development Plan. The first is the National Planning Framework. This is prepared by the Scottish Government, who formally adopted the Fourth National Planning Framework (NPF4) in February 2023. NPF4 contains a spatial strategy which highlights development areas and types that are of national importance. It also contains a set of policies used by planning authorities to make planning decisions.

The second part of the Development Plan is the Local Development Plan, prepared by planning authorities. A Local Development Plan sets out how places will change, importantly identifying where and what development should and should not happen. It is a more detailed and specific plan for a local area which identifies infrastructure needs, allocates land for development, or for protection from inappropriate development. Local Development Plans can also contain policies which add greater detail or local context to policies in NPF4 or to address issues not addressed by NPF4.

Question 1 – does this section clearly explain what the Development Plan is? If not, how could it be improved?

Current Development Plans and Planning Guidance covering West Dunbartonshire

The West Dunbartonshire Council area is covered by two different planning authorities. The West Dunbartonshire Council planning authority area covers all of West Dunbartonshire with the exception of that area within the Loch Lomond and the Trossachs National Park, for which the Park Authority is the planning authority. The Park Authority prepares its own Local Development Plan and Development Plan Scheme which you can read more about at https://www.lochlomond-trossachs.org/planning/planning-guidance/.

<insert map of planning authority areas>

West Dunbartonshire's Development Plan consists of NPF4¹ and the 'West Dunbartonshire Local Plan (2010)'². In addition, the Council also uses the Proposed West Dunbartonshire Local Development Plan (2020, as modified) as a material consideration in planning decisions, but as it was not adopted it is not a part of the statutory Development Plan.

The Council has a number of planning guidance documents relating to specific topics or places. These do not form part of the development plan but do form part of the decision-making process for planning application when relevant. A list of current planning guidance documents is set out in Appendix 1.

To view West Dunbartonshire Council's current development plan and planning guidance documents, visit <u>Development Plan | West Dunbartonshire Council (west-dunbarton.gov.uk)</u>.

Question 2 – does this question clearly explain the current Development Plan and Planning Guidance coverage in West Dunbartonshire?

Preparing a new Local Development Plan

The Council has commenced preparation of a new Local Development Plan. This will be a 'new style' Local Development Plan, which will be prepared differently and have a different format, following changes introduced by the Planning (Scotland) Act 2019. The National Planning Framework (NPF4) now contains the detailed policy framework that was previously set out in old style local

¹ https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2023/02/national-planning-framework-4/documents/national-planning-framework-4-revised-draft/national-planning-framework-4-revised-draft/govscot%3Adocument/national-planning-framework-4.pdf

² https://www.west-dunbarton.gov.uk/council/key-council-documents/local-development-planning/development-planning/development-planning/development-planning/development%20Plan%20Scheme%20and%20Participation%20Statementsets%20out,the%20preparation%20of%20the%20new%20local%20development%20plan.

development plans. New style local development plans are expected to be place-based, people-centred and delivery-focused. With regard to format, this means that local development plans are expected to be place-based, visual plans with the inclusion of a clear spatial strategy, and a collection of maps, development briefs and masterplans, instead of lengthy written text and policy. Plans are to be prepared collaboratively with communities and other stakeholders, with people with protected characteristics given particular support to engage in the plan preparation process.

The preparation of the new Plan will follow statutory processes set out in the Planning Act and associated Regulations and Guidance. The key stages are:

Development Plan Scheme including Participation Statement – this document is produced annually and acts as a communication tool for letting stakeholders know when and how they can get involved in the local development plan process keep them informed of progress. It sets out the timetable for the preparation of the local development plan and what is involved at each stage of the process. The Participation Statement part of the document sets out how stakeholders are to be involved in the preparation of the local development plan. It is to include targeted methods to reach under-represented groups, help to make public participation inclusive, ensure that wider public engagement directly feeds into the preparation of the local development plan, and promote proactive engagement at all stages of the plan's preparation.

Evidence Report – the purpose of the Evidence Report is to support the quality and effectiveness of the Local Development Plan. Its aim is to gather and use evidence to clearly inform what to plan for before the Proposed Plan looks at where development should take place. Stakeholders' views are to be sought when preparing the Evidence Report.

Gate Check – the assessment of the Evidence Report by a Directorate and Environmental Appeals Reporter is known as the Gate Check. The Reporter can decide that there is sufficient information and the planning authority can move to prepare its Proposed Plan, or the Reporter may consider there is not sufficient information and provide recommendations for improving the Evidence Report. The Gate Check also provides an opportunity for the Reporter to consider and attempt to resolve disputes that may exist about the evidence submitted. The aim of the Gate Check is to reduce the level of debate at the Examination stage of the plan preparation process and made for a better evidence-led plan.

Proposed Plan – the Proposed Plan identifies where new development should take place and where it should not and articulates the ambitions and priorities for the future development of the Plan area. The preparation of the proposed Plan is to be informed by community engagement and a wide range of other policy and strategy documents. The Scottish Government guidance sets out

requirements in relation to the form and content of the Proposed Plan. The Proposed Plan is published for consultation, after which Proposed Plans can be modified.

Delivery Programme – the Delivery Programme sets out how an authority proposes to implement its Local Development Plan. A proposed Delivery Programme must be published with the Proposed Plan. The Delivery Programme is a corporate document, which can influence the authority's financial investments, and support delivery of the Plan's policies and proposals to achieve Council priorities. It is to be reviewed and renewed at least every two years.

Examination – the Examination is the opportunity for independent consideration on any issues raised during the formal consultation on the Proposed Plan that have not been resolved through modifications. The Examination will be undertaken by a Reporter from the Directorate of Planning and Environmental Appeals. The Examination will consider unresolved issues following consultation on the Proposed Plan and also the consultation and involvement of the public in the preparation of the Plan. Following the Examination, the Reporter will prepare a report setting out reasons for their conclusions and recommendations, including modifications to the Plan.

Adoption – adoption is the final stage in the preparation of the Plan and occurs after the Council has received and considered the Examination report and any recommendations and modifications it proposes.

Question 3 – does this section clearly explain the key stages in the preparation of a new Local Development Plan?

The estimated timetable for the preparation of the new Local Development Plan is set out below. Legislation requires for this to be set out in financial year quarters but the Council has included estimated months to ease understanding of the timetable.

Action	Estimated date
Publication of finalised Development Plan	Quarter 3, 2023/24 (December
Scheme and Participation Statement	2023)
Publication of Evidence Report and	Quarter 3, 2024/25 (December
submission for Gatecheck	2024)
Publication of Proposed Plan and Draft	Quarter 4, 2025/26 (January 2026)
Delivery Programme	
Submission of Proposed Plan to the	Quarter 3, 2026/27 (October 2026)
Scottish Ministers for Examination	, ,

Expected adoption of Local Development	Quarter 2, 2027/28 (September
Plan	2027)

Question 4 – does the timeline for the preparation of the new Local Development Plan seem reasonable?

The preparation of the new Local Development Plan will be supported and informed by a number of assessment documents that will be concurrently prepared. These are:

- Equalities Impact Assessment
- Public Sector Equality Duty Assessment
- Fairer Scotland Duty Assessment
- Strategic Environmental Assessment
- Child Rights and Wellbeing Impact Assessment
- Habitat Regulations Appraisal

Other Plans and Strategies

The Planning (Scotland) Act 2019 introduced the requirement for a number of other plan and strategy documents to inform and improve the planning system in Scotland. These are:

Local Place Plans – these are community-led plans focused on the development and use of land in the area covered by the Plan. West Dunbartonshire Council will issue and invitation to communities to prepare Local Place Plans and will set out what assistance the Council can offer with their preparation. Once prepared, the Council will validate properly-prepared Local Place Plans and take them into account when preparing the Local Development Plan.

Regional Spatial Strategies – are to be produced by a planning authority, or jointly by a group of planning authorities, and will set out a long-term spatial strategy in respect of the strategic development of the area it covers. The West Dunbartonshire planning authority area is likely to be included within a Regional Spatial Strategy covering the Glasgow City-Region area.

Local Place Plans and Regional Spatial Strategies will not be part of the Development Plan but all of these documents will inform the content of the others

<insert diagram>

Open Space Strategy – planning authorities are required to prepare a strategy setting out a strategic framework of policies and proposals for the development, maintenance and use of green infrastructure, including open spaces and green networks. The strategy is to contain an audit of existing open space provision and an assessment of current and future requirements. The Council will consult on the findings of its audit and the Open Space Strategy

Play Sufficiency Assessment – planning authorities are required to assess the sufficiency of play opportunities for children in preparing the Evidence Report for the Local Development Plan. The Council will consult on its Play Sufficiency Assessment.

As at August 2023, West Dunbartonshire Council has commenced its open space audit including the noting of locations of play opportunities.

Forestry and Woodland Strategy – planning authorities are to prepare a strategy which identifies woodlands of high nature conservation, and sets policies and proposals for the development of forestry and woodland, and the protection, enhancement and expansion of woodlands. The Council will consult on its Forestry and Woodland Strategy.

Question 5 – Does this section clearly explain the other plans and strategies associated with the Local Development Plan?

Participation Statement

Introduction

The Scottish Government intends the preparation of the Local Development Plan to be a collaborative process. Local Development Plans are expected to be place based, people centred and delivery focussed. The involvement of all stakeholders within the planning process will be required to achieve this, including:

- local communities;
- services within the council;
- service providers, infrastructure providers and government agencies outside of the council (sometimes referred to as Key Agencies);
- businesses and other organisations; and
- developers and land and property owners.

The Participation Statement sets out how we will achieve this by identifying who we will include, how we will keep them informed, how they will be included, what methods we will use to include people, and when engagement will take place.

Who we will include

Legislation requires planning authorities to involve the public at large in preparing a Local Development Plan, however there are also specific groups that planning authorities need to include, which are:

- children and young people (those under the age of 25);
- · people with disabilities;
- Gypsies and Travellers; and
- community councils

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There are other groups that guidance states should be given support to enage with the Local Development Plan process including people with protected characteristics (including race, age, sex, and sexual orientation), as well as people from a range of socioeconomic backgrounds.

Children and Young People

There will be three main ways we will include children and young people. We will:

- engage with the Youth Parliament Representatives for the West Dunbartonshire Planning Area,
- engage with the West Dunbartonshire Youth Council
- engage with schools (including early education, primary, secondary, and special needs schools).

We will also reach out to known youth groups in the area and ask if they are interested in engaging in the Local Development Plan process

People with disabilities

There are a number of existing disability groups known to the council we will reach out to and request their input to the Local Development Plan process.

We will also consider the barriers to engaging with people with disabilities and how to overcome them, to provide opportunities to fully engage. This will include providing information in an accessible format.

Gypsies and Travellers

We will approach existing contacts we have for Gypsy and Traveller communities to discuss their needs.

Community Councils

We will use existing channels of communications to contact active community councils.

In areas where there are no active community councils we will seek the views of other active community groups in these areas

Question 6 – are there any other specific groups that we should involve or target our consultation at?

How we will keep you informed

We will keep the public up to date by publishing regular updates on the plan preparation milestones listed in the Local Development Plan Scheme. Updates will be published to the Council website, posted on social media, and circulated via a newsletter for those who wish to sign up to this.

Some stages of plan preparation require us to advertise in local newspapers, including

- inviting communities to make Local Place Plans
- publishing the Proposed Local Development Plan
- advertise the examination of the Local Development Plan
- publishing a report of modifications to the Plan

• the adoption of the Local Development Plan

We will make key documents available in libraries at the appropriate times, including the Evidence Report and Proposed Local Development Plan.

How we will involve and collaborate with you

We will use a variety of methods to engage with specific groups as well as the public at large.

We will hold public consultations to collect ideas for and views on proposals within the Local Development Plan, using online survey tools and public events.

A survey of the Citizens Panel will collect information about places across West Dunbartonshire.

We will hold a 'Call for Ideas' consultation for communities, developers and landowners to identify sites for development.

We will work directly with Community Councils and other local community groups to identify key issues and opportunities for their local area, and to work together on development briefs and masterplans.

One of the most direct ways communities can influence the plan is by making a Local Place Plan. We will invite communities to make Local Place Plans. The contents of Local Place Plans are decided by their community, and once completed and registered are incorporated in the Local Development Plan.

The tools, materials, and methods we will use to involve you

A variety of tools and materials will be used to reach as many people as possible and to reduce barriers to participation as far as possible.

Published information and the proposed plan will be provided in accessible formats. This will include information published online and in physical information left in public places.

We will collect ideas and views using the Councils online survey platform 'Survey 123'.

The place standard tool will help us to collect and focus views about a place. The tool will be used in a variety of formats, including: in online surveys; at meetings with specific groups, community councils, and community organisations; and at consultation events. Different versions of the tool will be used in specific context, such as the version for children and young people.

Question 7 – are there any consultation approaches/techniques you would suggest we should use to improve engagement in the Local Development Plan process?

The table below sets out the different stages of the Local Development Plan and the engagement activity that will be undertaken at each stage. It has been informed by the Scottish Government consultation draft guidance on 'Effective Community Engagement in Local Development Planning' (May 2023) and is based on the following levels of engagement: inform; consult; involve; collaborate; and empower.

Local Deve	lopment Plan	Activity	Timescale	Engagement Activity
Preparation	Stage	-		
Evidence Gathering	Early engagement and data collection	Publication of Draft Development Plan Scheme and Participation Statement	September> November 2023	Inform participants (existing and potential of the publication of the Draft Development Plan Scheme Participation Statement and involve people and organisations by seeking and having regard to their views on the document. Publish document on the Council website and make copies of the document available in the Council headquarters and libraries. Include survey questions within document seeking views on format of document and participation techniques. Publish survey/form to allow people and organisations to register their interest in the Local Development Plan process. Meet with Community Councils and other community organisations to encourage participation in the Local Development Plan process and comments on the Draft Development Plan Scheme and Participation Statement. Engage with local anchor organisations to fill gaps where there are no community running.
				Engage with youth organisations and representatives

Local Development Plan Preparation Stage	Activity	Timescale	Engagement Activity
			on the best way to engage children and young people in the Local Development Plan process
			Engage with disability and carers community groups on the best ways to enable participation
			Engage Gypsies and Travellers groups on best ways to enable participation
			Contact known community groups/organisations (including those of protected characteristics) and West Dunbartonshire CVS to invite expression of interest in taking part in plan preparation, and for views on how to engage
			Inform other Council services and Key Agencies of the proposed Local Development Plan timeline.
	Issue invite to participate in Local Development Plan process	September 2023	Inform participants in previous Local Development Plan process of new process and encourage registration and participation. Create online form to enable registration.
			Establish new Local Development Plan participant database.
	Invite communities to prepare Local Place Plans and support their preparation	September 2023 (ongoing)	Inform community organisations that they are invited to prepare a Local Place Plan, as means to involve communities in the preparation of the Local Development Plan. Empower communities to decide on the content of their Local Place Plans.

Local Development Plan	Activity	Timescale	Engagement Activity
Preparation Stage			Publish invitation to prepare Local Place Plans on the Council website and social media. Place posters in public buildings. Send direct invitation to groups who may have an interest in preparing a Local Place Plan, and promote through West Dunbartonshire CVS. Advise community organisations of the type of Council support that will be available to them to prepare Local Place Plans. Meet with Community Councils and other community organisations to encourage preparation of Local Place Plans.
	Publication of finalised Development Plan Scheme and Participation Statement	December 2023	Inform of publication through website, social media, and direct communication with registered participants. Publish document on the Council website and make copies of the document available in the Council headquarters and libraries.
	Preparation of Evidence Report	September 2023>November 2024	Involve participants in the creation of the Evidence Report. Inform participants on how their views were sought and taken into account Incorporate results of previous engagement exercises where relevant (e.g. Citizens Panel responses) Undertake Place Standard Consultation to assess place quality and collect ideas for improvement. Distribute to general public online through website and social media. Distribute to citizens panel

Local Development Plan Preparation Stage		Activity	Timescale	Engagement Activity
				Engage with children and young people through schools, Youth Council, Youth Parliament, and other young people's organisations. Use childrens/young persons' versions of Place Standard Tool. Engage people with disabilities. Options include establish disabled working group like with LDP2, and undertaking events/workshops with BSL interpreters available. Work with Key and Government Agencies, city-region organisations, Health and Social Care Partnership, etc to identify best available evidence.
		Publication of Evidence Report and submission to Scottish Minister for Gate Check	December 2024	Inform of publication of Evidence Report through website, social media and direct communication with registered participants. Publish document on the Council website and make copies of the document available in the Council headquarters and libraries.
		Gate Check	December 2024> Spring 2025	The person appointed to undertake the Gate Check may consult with certain stakeholders either in writing or through a hearing.
Plan Preparation	Proposed Plan	Preparation of Proposed Local Development Plan and Draft Delivery Programme	January 2024> December 2025	Involve and collaborate with participants in the preparation of the Proposed Local Development Plan. Undertake a 'Call for Ideas' consultation. Promote this through an online survey, making use of mapping tools if available, and face-to-face events with community councils and other community groups. The 'Call for

Local Development Preparation Sta		Activity	Timescale	Engagement Activity
	33			Ideas' will also provide land and property owners and the development industry the opportunity to suggest sites for development.
				Hold discussions with groups that have prepared or are preparing Local Place Plans to consider how the Proposed plan can deliver or reflect the content and aspirations of Local Place Plans.
				Develop masterplans and site briefs with communities, developers, landowners and key agencies and share potential content of the Proposed Plan as it becomes available allowing participants the chance to influence it before it is formally published in the Proposed Plan.
				Identify potential areas of conflict and make use of mediation if this is likely to help resolve or reduce dispute between different parties.
				Liaise with organisations who will be identified for the delivery of actions set out in the Draft Delivery Programme.
Co	onsultation	Consultation on Proposed Local Development Plan and Draft Delivery	January 2026> March 2026	Inform participants of the publication of the Proposed Local Development Plan and Draft Delivery Programme and consult with them on its content.
		Programme		Publish notice in local newspaper and on Council website informing that the Proposed Local Development Plan and Draft Delivery Programme has been published

Local Development Plan Preparation Stage		Activity Timescale	Engagement Activity	
				Publish documents on the Council website and make copies of the document available in the Council headquarters and libraries.
				Notify the owner, lessee or occupiers of sites and neighbouring land that may be affected by development proposals set out in the Plan.
				Meet with Community Councils and other community organisations to encourage participation in the Proposed Local Development Plan consultation process.
	Examination	Preparation of 'Summary of Unresolved Issues''	April 2026> October 2026	Although there is no formal engagement at this stage of the process, the Council may make use of mediation if this is likely to help resolve or reduce dispute between different parties.
		Modify Proposed Local Development Plan following consultation	April 2026> October 2026	Inform communities of modifications made in response to representations made on the Proposed Plan.
		Submission of Proposed Local Development Plan for Examination	October 2026	Inform anyone who made representations on the Proposed Plan about the upcoming Examination and also advertise the Examination in a local newspaper, in local public libraries, and on Council website and social media.
		Examination	October 2026>June 2027	The person appointed to undertake the Examination may consult with stakeholders to seek further information on a submitted representation.

Local Development Plan Preparation Stage		Activity	Timescale	Engagement Activity
				The appointed person will publish the Examination Report and notify anyone who made an unresolved representation.
Delivery	Adopted Plan	Adopt the Local Development Plan	September 2027	Inform participants of the adoption of the Local Development Plan.
				Publish the adopted Local Development Plan on the Council website and make copies available in local public libraries.
				Notify participants, including those who made a representation on the Proposed Local Development Plan or Examination.
				Place an advertisement in a local newspaper stating where the adopted Plan can be viewed.
	Delivery Programme	Publish the Delivery Programme	December 2027	Inform participants of the publication of the Delivery Programme.
				Publish the Delivery Programme on the Council website and make copies available in local public libraries
	Monitoring and Delivery	Publish information on monitoring and delivery	Ongoing	Publish an updated Delivery Programme at least every two years and make available on Council website and local public libraries.
				Publish annual land use survey information on Council website.

Question 8 – is the above table helpful in setting out the Local Development Plan process and how we will engage at each stage?

Impact assessments

The preparation of the Local Development Plan is to be supported and informed by a number of assessment documents. These documents have engagement requirements, which are summarised in the table below which has been lifted from the consultation draft Scottish Government guidance on Effective Community Engagement in Local Development Planning.

Assessment	Level	Engagement needs and timing		
Strategic	Inform	Legal requirement for 'early and effective' public engagement. Engagement is focused on the		
Environmental	Consult	Environmental Report consultation, but earlier engagement is recommended.		
Assessment				
		A Post Adoption Statement is prepared, published and advertised to inform people about how the		
		assessment findings and comments received on the proposed plan and Environmental Report have		
		been taken into account.		
Habitat	Inform	No requirement for public engagement. Report to be published at the proposed plan stage to inform		
Regulations		people of the appraisal.		
Appraisal				
Public Sector	Inform	The timing of the publication of the assessment could usefully be set out in the Development Plan		
Equality Duty	Involve	Scheme.		
Assessment				
		Proportionate involvement is needed throughout the process, from the early preparation stage to its		
		delivery.		
		The planning authority should publish the assessment findings on their website to inform		
		stakeholders about it.		
		Legally the results should be published within a reasonable period, and guidance suggests this should be as soon as possible after the decision to implement (adopt) the policy is taken.		
Fairer	Inform	It is important to involve relevant communities through the stages of assessment.		
Scotland Duty	Involve			
Assessment		The assessment should be published to inform people about how socio-economic disadvantage is being considered.		

Child Rights	Inform	Opportunities to involve people may arise at both the evidence gathering and proposed plan stages.
and Wellbeing	Consult	
Impact	Involve	The assessment requires an explanation of consultation with stakeholders - including children and
Assessment		young people.
		Publication informs people of the outcome of the
		assessment.

Contact and follow us

The Development Planning and Place team can be contacted:

By e-mail at lsp@west-dunbarton.gov.uk

By telephone on 07990 426481

In writing to Development Planning & Place team, Planning & Building Standards, 16 Church Street, Dumbarton, G82 1QL

You can follow us on Twitter/X - @wdcplanning

Please register your interest in the Local Development Plan process at <Achieve Form link to be inserted>

Appendix 1 – Planning Guidance and other useful information

LDP2 Planning Guidance

- Antonine Wall, 2022
- Clydebank Business Park Planning Guidance, 2023 (Draft)
- Creating Places, 2022
- Green Network & Green Infrastructure, 2022

Other Planning Guidance

- Clydebank Town Centre Development Framework, 2021
- Commuted Payments for Parking 2015
- Dumbarton Waterfront Path Planning Guidance, 2017
- Pay Day Lending & Betting Shops, 2016
- Renewable Energy, 2016
- Queens Quay Design Codes, 2020.

Developer Contributions

- Procedure for monitoring, requesting and allocating developer contributions (2022)
- Allocation of green network developer contributions (2022)

Other Useful Information

- Alexandria Streetscape Design Guide, 2007
- Alexandria Town Centre Masterplan, 2008
- Alexandria Town Centre Masterplan, 2021
- Balloch Charrette Report, 2016
- Bowling Basin Charrette Report 2014
- Clyde Riverside Masterplan, 2000
- Clydebank Design Guidelines (Page and Park), 2003
- Clydebank Town Centre Charrette report, 2015
- Dumbarton Town Centre Public Realm Design Guide, 2001
- Dumbarton Town Centre & Waterfront Revised Urban Strategy, 2014
- Dumbarton Rock & Castle Charrette Report, 2015
- Kilpatrick Hills Local Landscape Area: Statement of Importance, 2015