

Local Place Plans

Step by Step Guide

March 2023



Preparing Your Local Place Plan

Local Place Plans offer communities the opportunity to develop proposals for their local area, expressing their priorities and objectives for future change.

This guide covers how you might want to prepare your Local Place Plan. Remember, there is no right or wrong method for how to create your Local Place Plan, this is a good practice guide you might want to follow.

Your Local Place Team (made up of your local Ward Officer, Planning Officer and Place-based Economic Development Officer) is there to provide guidance and support to your group in preparing a Local Place Plan.

In order to make contact with your Local Place Team, you should complete an **Expression of Interest Form** which will be available on the [Local Place Plan](#) webpage.



Stage 1: Planning and Preparation

What Resources Will You Need?

Setting up a Steering Group

A Steering Group is a group of people who oversee a project. You will need a Steering Group to lead the development of your community's Local Place Plan. Your Steering Group should consist of individuals representing community groups, community members, businesses and other institutional stakeholders like schools, NHS, etc. that have an interest in developing the local area.

The Steering Group should contact your Local Place Team by completing an Expression of Interest Form. Your Local Place Team might help you to identify who else should be included in your group.

It is important to remember that Local Place Plans registered through Dumfries and Galloway Council must be prepared by a 'Community Body.' This can either be a 'community-controlled body' (as defined by the Community Empowerment Act 2015) or a Community Council. If you are not sure whether your group falls into this category, you should speak to a member of your Local Place Team.

Note that the Chair of the Steering Group should be a person from the nominated Community Body who will submit the Local Place Plan for registration, and all local partners referenced in the Local Place Plan should be represented on the Steering Group.

Community Time and Skills

Preparing and delivering a Local Place Plan will take time and commitment from those involved. It can be helpful to break down the Local Place Plan preparation process into several steps:

1. Beginning to Prepare Your Local Place Plan

Some of the initial stages of preparing a Local Place Plan involve the following:

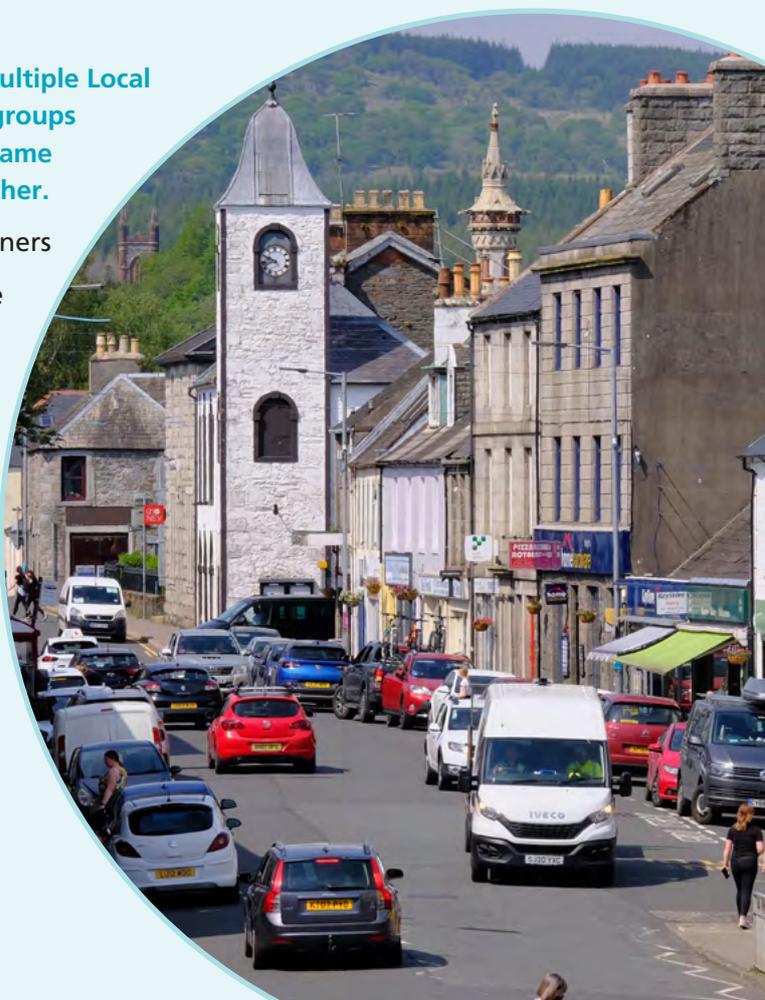
- defining your area

It is important to note here that we will discourage multiple Local Place Plans within the same community. If 2 or more groups are interested in preparing a Local Place Plan for the same community, we would encourage them to work together.

- accessing support from the Council and its partners
- checking that your lead organisation is suitable to be the submitting Community Body
- bringing together community partners with a stake in Place Planning
- assessing options for funding

2. Creating Your Local Place Plan

The creation of a Local Place Plan will move at the pace of the lead group and the local community. Community Engagement if thoroughly carried out, involving some of the least heard voices, can be time consuming but it is important to listen to the views of all those in your community.



Creating a Local Place Plan will involve the following:

- collecting evidence including demographics and profiling information and evidence of community need and aspirations
- carrying out the community engagement
- drafting the Local Place Plan
- engaging in further conversation with community and partners on the draft
- finalising the Local Place Plan

3. Registering Your Local Place Plan

For a Local Place Plan to be registered and considered valid, it must comply with the legal requirements. These requirements are detailed in the *Overview of Local Place Plan Requirements*.

How Do You Define Your Community?

You will need to produce a map to identify your community and the area that your Local Place Plan relates to. A Mapping Toolkit has been prepared to assist you to create a map of your community. You can find this on the Council's website.

What Support is Available?

Your Local Place Team is there to offer general advice and information to your group. They are the first point of contact for groups considering preparing a Local Place Plan.

Completion of our LPP Expression of Interest Form opens engagement with our Council and allows us to allocate appropriate support to your organisation from your Local Place Team. When you express an interest, we will provide you with one local point of contact and support and advice to help you work your way through all aspects of the process.

Our partners such as [Third Sector Dumfries and Galloway](#) can also provide additional support with governance and helping to identify potential streams of funding. Your Local Place Team will be able to provide contact details as required.

Funding

During the process of creating your Local Place Plan, you might run up some direct costs that you might not be able to cover i.e., photocopying and printing, room hire, graphic design, publicity and marketing, etc.

A small grant funding scheme is currently being developed to assist you with the initial development of your plan.

Stage 2: Evidence Collection

Your Local Place Plan will need to be backed up by relevant and proportionate evidence. This evidence will comprise of information, data and statistic about the local community and its needs and issues along with community priorities and objectives. The aim of this stage in the Local Place Plan process is to better understand your local community and local context.

This will then inform the content of your Local Place Plan, help underpin priorities and objectives, and provide the basis for your proposed action plan.

Your evidence base should be made up of two main elements:

- **Research/fact finding:** Sourcing background facts that will inform the priorities and objectives of your plan.
- **Community Views:** Evidence of the views of the local community and others who have a stake in the future of the area (for example, local businesses and employers). Stage 3 provides more information on how to effectively involve your community.

How to plan and undertake your fact finding and research:

1. Review Evidence that is Readily Available

A good place to start is to identify what information is already available to you. This may include data sources such as the Census and the Scottish Index of Multiple Deprivation (SIMD), a wide variety of Strategies and Policies for example Local Development Plan 2 and the Regional Economic Strategy will also be helpful for understanding the local area.

Your Local Place Plan Team can provide links to such resources and documents.

2. Identify Gaps and Priorities

Evidence can be gathered by local people through research and consultation, but other evidence may require more specialist input or advice.

Your Local Place Team will be able to provide you with links to helpful data sources for this purpose.



Stage 3: Engaging with your Community to Identify Priorities

The third stage of creating your Local Place Plan is to engage with your local community to determine priorities and objectives. This stage may run in parallel with the desktop research to source background information.

Speaking to and getting the opinion of lots of people is key to the success of a good Local Place Plan.

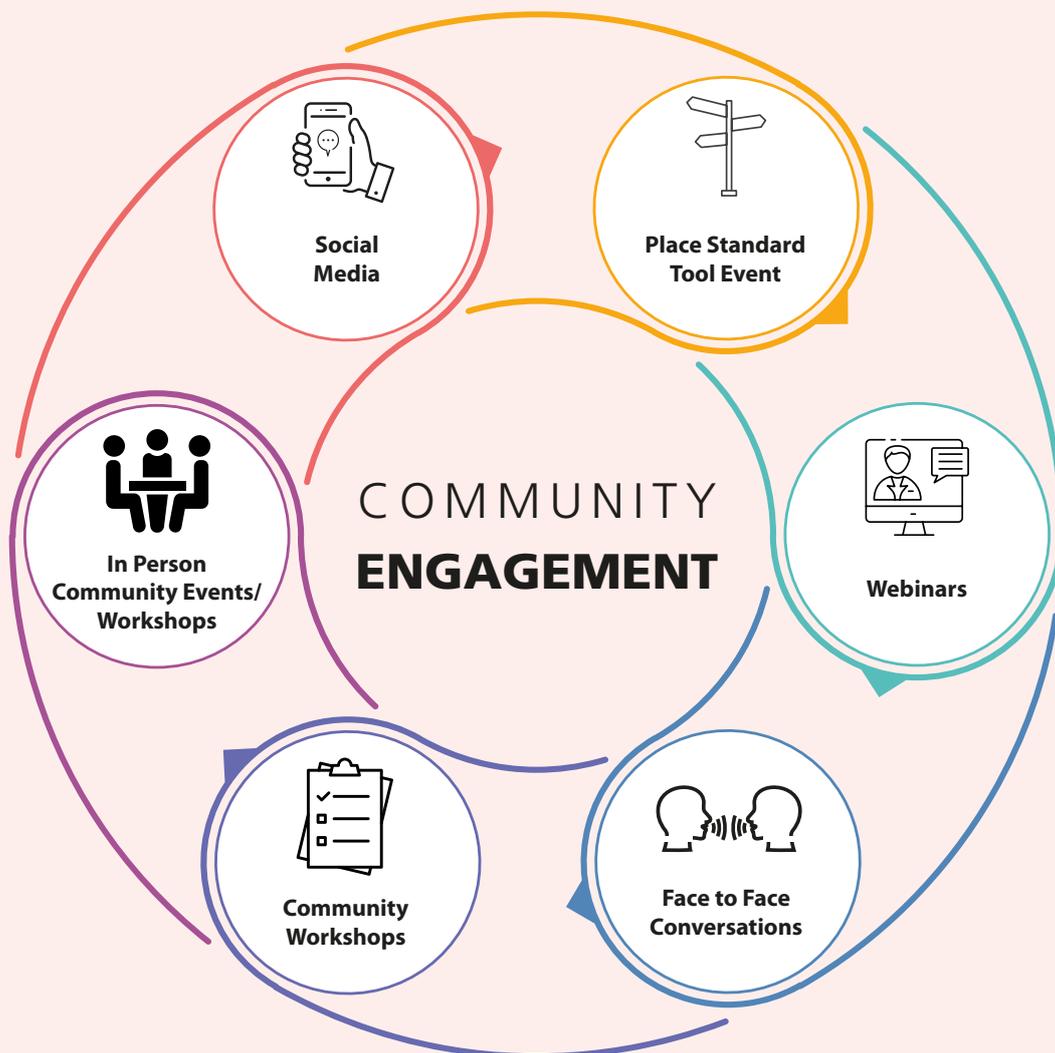
When preparing your Local Place Plan, you should consider:

- how to bring in the voices of everyone that lives in the community; including those voices that are less often heard
- who in your community the proposals affect, either directly, or indirectly;
- what methods of engagement are appropriate for your community.

Before you begin, it is helpful to determine any previous engagement that has taken place in your community and ensure that you are building on that, not repeating it. Any previous engagement should have been captured in your research and fact-finding stage.

Examples of Community Engagement Activities

There are many ways that you can get the opinion of your community and an infographic of examples is included below.



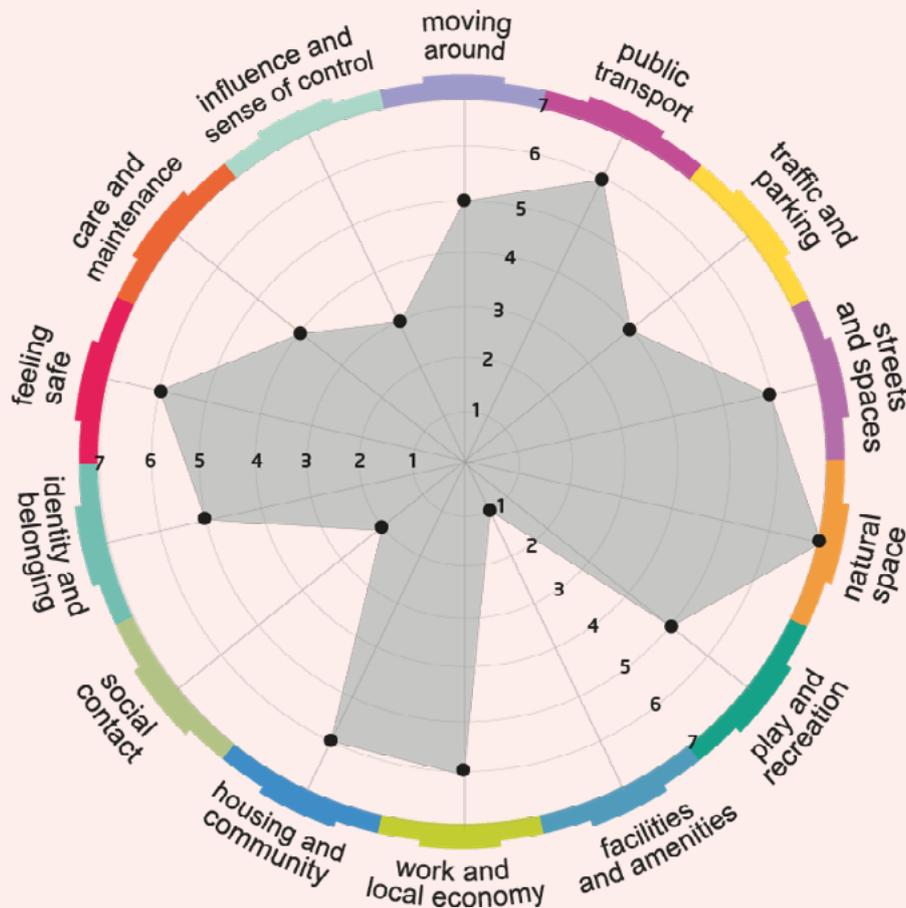
The Place Standard Tool

The Place Standard Tool is a key method in helping engage with the whole community.

The tool is simple and free to use.

It comprises of a series of questions that encourage your community to think about the physical elements of their place (for example its buildings, green spaces, etc.) as well as social aspects (for example do people feel a sense of civic pride? Do they feel as though they have a say in decision making?)

The Place Standard Tool can be accessed [here](#).



How Do You Decide Your Community's Priorities?

There is no set way to decide what priorities are most important but here a few questions you might want to ask to help you in your decision-making:

- How often did this theme/idea come up during your research and consultation process?
- Was this theme/idea mentioned by a diverse range of people from across the community?

Once you have decided your community's priorities, the next step is to agree an approach to tackle these. You should think about:

- What needs to change?
- What needs to stop happening?
- What is working that needs to be supported?
- How will we know if we've been successful?

Stage 4: Write up of the Local Place Plan

The fourth stage of this process is to begin writing your Local Place Plan.

There is no right way for how a Local Place Plan should look. However, it is good practice to keep the plan simple in both text, structure, and design.

Text

When writing your Local Place Plan, it is important to remember that it is for the whole community, so it is important that everyone can understand the language used.

It is good practice to write using Plain English i.e., keeping your sentences short, using 'you' and 'we', using active verbs and reducing complicated jargon.

Structure

Remember to keep the structure of your plan simple. You can do this by writing in short sentences and using bullet points to break up large chunks of texts. It is also recommended to use things like a contents page, links and clear headings and subheadings to help readers to navigate the document.

Suggested Structure for your Local Place Plan:

A good practice example of a Local Place Plan is included below. However, if you are looking for a more in depth example, you might wish to consult our [Local Place Plan Template Toolkit](#).

1. **Introduction** - Explain who you are and why you are producing a Local Place Plan
2. **Context/Description of the area** - Sets the scene of your document by describing the look and characteristics of your local community
3. **Assets, opportunities, needs and challenges** - Identifies the needs of your area following your discussions with the community
4. **Community/Local Place Plan objectives** - What your community wishes to achieve in light of the issues identified
5. **Action Plan** - A list of potential projects listed alongside timescales and any commentary on resources
6. **Proposed Policy Changes** - Changes to the LDP the community would wish to see in light of the community's objectives
7. **Monitoring & Review** - Describe how the Local Place Plan should be implemented as well as how and when it will be reviewed.
8. **Map(s)** - A map or maps showing the area your Local Place Plan covers as well as your proposals as to the development or the use of land in the area



Stage 5: Consulting on your LPP

Once you have prepared your Local Place Plan, you will need to publish it for consultation. As this is required to meet the legal requirements, we would advise that you meet with your Local Place Team. This will provide you with an opportunity to discuss your plans for consulting.

One of the legal requirements involves sending a notice to each councillor for your area and to each community council whose area is within or adjacent to it. This will need to happen before you consult on your Local Place Plan.

The notice will need to provide a brief description of the content and purpose of the proposed Local Place Plan and information on how, to who representations can be submitted to and by what date.

You will need to consult for a period of at least 28 days. The level of consultation should be proportionate and representative of your community. You should adopt a variety of methods of consultation to ensure inclusivity.

Stage 6: Registering your Local Place Plan

The process of registering your Local Place Plan involves the Council assessing it against the minimum legal requirements.

We recommend that a final meeting between yourselves and your Local Place Team should be held prior to the submission of your proposed Local Place Plan. This will provide you an opportunity to ask questions you might have about the registration process and the legal requirements. It may also make you aware of the need to make any final changes to your Local Place Plan that will increase the likelihood of registration succeeding. It is the Council's hope that this will help avoid circumstances where proposed Local Place Plans fail to be registered on minor or technical grounds.

The registration process will not involve the Council scrutinising the proposals in the Local Place Plan for their planning merit or deliverability. This will be for the Council to consider when preparing the next Local Development Plan. If a Local Place Plan is registered during an advanced stage of the Local Development Plan process, there may be difficulties in taking its contents into account.

