Local Place Plan Template

# Title Page

The title page gives the reader a first impression of your Local Place Plan.

The title page can include the following basic information:

* The title of your Plan
* The timeframe which the Plan will cover e.g. 2023-2028
* The geographical name of the area or community.

Remember it’s up to you how you design your local Place Plan. It can be as simple or artistic as you like. Just remember to ensure your document is accessible and can be used by everyone, regardless of disability or method of access.

You could perhaps consider adding photographs or plans of the area. Are there any well-known local quotes or phrases that will inspire the readers, for example?

# Contents Page

This page will provide an overview of the sections within the Local Place Plan e.g., Introduction, Context/Description of area, etc.

Note that this page is optional and may not be required, depending on the length of your plan.

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# Introduction

This section can be used as an introduction to who you are and why you are producing a Local Place Plan.

**A Local Place Plan must be prepared by a Community Body so it would be good to confirm this here and explain how you meet the criteria.**

Briefly, set out any engagement with the community and relevant groups that has taken place and who was involved.

Maybe consider including some images and/or photographs from any local events that have led up to the development of the local Place Plan.

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# Your Place

This page should set out the area you are covering. **It is a requirement to provide a map to show the land to which the Local Place Plan relates.** You should include your map here and define the boundaries of the area or community you want the plan to cover.

Remember it can be as big or as small as you like. It is up to you to define the area. If it’s a large area, the area could then be broken up by priority or just cover a certain section.

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| **Your Map** |

**Context**

It would be good to describe your community, and what it's currently like to live in your place.

You could you use headings to set this out; for example:

* Who lives in your area
* Housing
* Services such as healthcare, schools/nurseries, shops, community groups
* Places of work
* Natural environment
* Play and sports facilities
* Moving around the area and connections to the rest of Edinburgh and beyond.

You do not need to include all of these topics, and your plan can be as focussed as you need. At the same time, don’t feel that you limited to just the above topics - include any subject areas that are relevant to your area.

Remember every place is different and Local Place Plans should reflect that.

**Links to Planning**

Note that the LLP should relate to the use and development of land, so it is important to reflect the relevant planning policy. In Edinburgh this will include [National Planning Framework 4](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) and [City Plan 2030](https://www.edinburgh.gov.uk/cityplan2030).

**Helpful Tools**

The Place Standard Tool can be a useful guide when deciding the questions you may want to ask your community. This will help define the headings for this section of the plan.

Access [The Place Standard Tool](https://www.ourplace.scot/tool).

# Engagement and Opportunities

This section should outline the engagement activities that your group has carried out and the summary and analysis of the feedback you have received.

It is likely that the community engagement that you carry out will help to identify the needs of your area. These outcomes will be the core of the Local Place Plan.

There are several ways you can engage with the community, however, please try and include as many people as possible to ensure that the Local Place Plan reflects the whole community, including the least heard voices.

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**Helpful Tools**

There are many ways to engage with the community. Some ideas include:

* Running a Place Standard exercise
* Conducting an online survey
* Using data from previous engagement activity
* Attending local events

Creating a steering group and working with community groups to understand views. If you need support with this, please contact the Development Planning Team.

# Community Vision Statement/Local Place Plan Objectives

This is your vision statement for the future. It should reflect the aspirations of the community. It could be changes to planning policies or proposals on the ground.

Consider some of the following questions:

* What do you as a community want to achieve?
* What does the community want to retain?
* What does it value?
* What do you want to improve?
* What difference will this make?

Remember this should link to the use and development of land and be as based on planning issues as possible.

**You do need to provide a statement on how your Local Place Plan has ‘regard to’ National Planning Framework, Local Development Plan and any Locality Plan relevant to your area.**

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Development Map(s)

Your map should define the boundaries of the area or community you want the plan to cover.

It is up to you to define the area – there is no requirement on geographical size. The area could then be broken up further and defined by priority spaces.

**This map should include any proposals you identify for the development or use of land/ building.**

It may be helpful to annotate the map with some supporting text to help explain what it is showing. You could also use photographs, sketches or drawings to illustrate your proposals/ suggestions.

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**Helpful Mapping Tools**

The Improvement Service and Parish Online have launched an easy mapping tool to assist in creating a map of an area. This will enable Community Councils and other community interest groups to map what is important to them and use these insights to have more of a say in what happens in their local areas.

Community Councils can [sign up to be part of the Community Map Scotland project via the website](https://www.parish-online.co.uk/services/community-map-scotland). This will give 12 months of free access to the software.

Setting out why the Local Development Plan should be changed

If you are proposing changes to the Local Development Plan, you should include a statement setting out why you consider that the relevant policies and development proposals in the Local Development Plan should be amended. The statement should be based on the considerations that you made in preparing your Local Place Plan.

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# Registration Checklist

The below checklist details all the information that is required to allow your local place plan to be registered.

More information about registration can be found on the [City of Edinburgh Council website](https://www.edinburgh.gov.uk/local-development-plan-guidance-1/city-plan-2040).

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| **Requirement**  | Included  |
| Confirmation of the Community Body’s status (including contact details) |  |
| Have ‘regard to’ National Planning Framework, Local Development Plan and Locality Plan |  |
| A map that shows land to which the Local Place Plan relates |  |
| Statement of your proposals as to the development or use of land or building |  |
| A map showing proposals for development or use of land or building |  |
| A statement setting out reasons for amending the Local Development Plan |  |
| Before submission of your plan, make sure you have sent an Information Notice and copy of the proposed Local Place Plan to all 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). |  |
| A statement on your view of the level and nature of community support for the Local Place Plan |  |