

**To: Communities, Housing and Planning Policy Board**

**On: 12 March 2019**

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**Report by: Director of Communities, Housing and Planning**

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**Heading: Local Place Plans – ‘How To’ Guide**

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## **1. Summary**

- 1.1 The purpose of this report is to inform the Board of a ‘How To’ Guide for the preparation of Local Place Plans. The Guide supports communities across Renfrewshire to become more involved in the shaping of their neighbourhoods. A copy of the Guide is attached at appendix 1 and will feature on the Renfrewshire Council webpage, with copies sent to community organisations.
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## **2. Recommendations**

- 2.1 It is recommended that the Board:
- (i) approves the ‘How To’ Guide for Local Place Plans, supporting communities across Renfrewshire to become more involved in shaping their places.
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## **3. Background**

- 3.1 The Planning (Scotland) Bill was published by the Scottish Government in December 2017. A key element of the Bill, currently being considered by the Scottish Parliament, seeks to strengthen the role of planning in empowering local communities.

- 3.2 In this context, the Bill proposes the introduction of Local Place Plans. This reflects a new approach which jointly considers land use planning, community planning and community action, supporting local people to become more involved in shaping their places.
- 3.3 Local Place Plans encourage communities to actively participate and lead the design, enhancement or changes in their local area. Renfrewshire's Place Plans seek to present local areas spatially, prioritising areas of vacant and derelict land for new or alternative uses.
- 3.4 Members were advised at the Board meeting of 30 October 2018 that a pilot Local Place Plan for the Foxbar neighbourhood of Paisley had been completed with support from the Scottish Government.
- 3.5 The Council and its partners are keen to support communities across Renfrewshire in considering Local Place Plans to shape their neighbourhoods. In this respect a 'How To' Guide has been prepared, based on the experience of the Foxbar pilot. The Guide explains the key requirements of a Local Place Plan and the steps in their preparation.

#### 4. **Next Steps**

- 4.1 The Guide provides a framework for communities to consider the preparation of Local Place Plans. The Council and partners will encourage and work with local communities to support the development and delivery of Local Place Plans where these are proposed.

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### **Implications of the Report**

- 1. **Financial** - None
- 2. **HR & Organisational Development** - None
- 3. **Community/Council Planning** –  
**Creating a sustainable Renfrewshire for all to enjoy** – The plan supports the empowerment of local communities to become more involved in shaping their places.
- 4. **Legal** - None
- 5. **Property/Assets** - None
- 6. **Information Technology** - None

7. **Equality & Human Rights** - None

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None

9. **Procurement** - None

10. **Risk** - None

11. **Privacy Impact** - None

12. **Cosla Policy Position** - None

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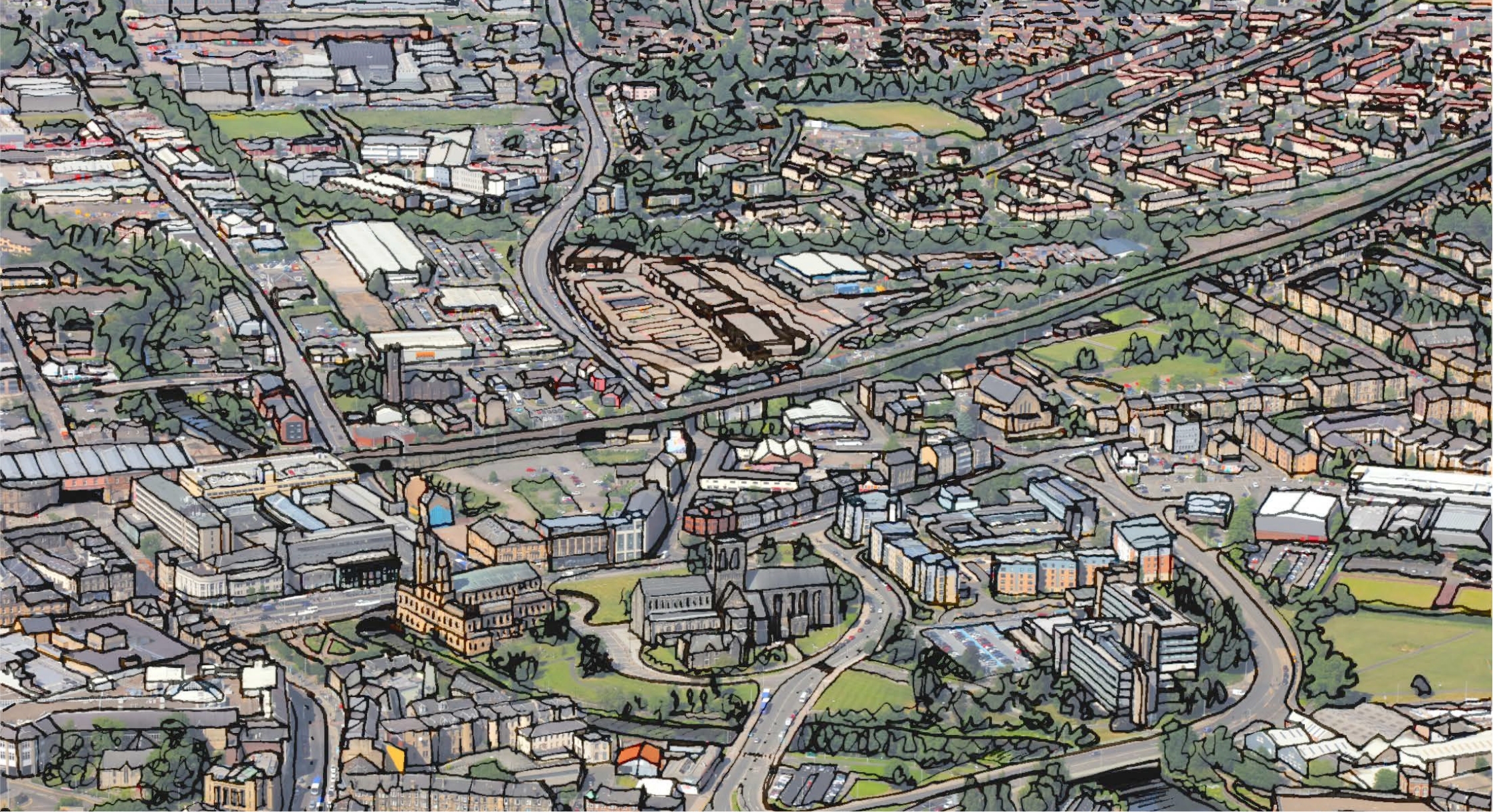
**List of Background Papers**

- (a) Local Place Plans – 'How To' Guide
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FC/JM  
19 February 2019

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# Local Place Plans

‘How To’ Guide



Renfrewshire  
Council



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## Summary

The Planning (Scotland) Bill was published by the Scottish Government in December 2017. A key element of the Bill, currently being considered by the Scottish Parliament, seeks to strengthen the role of planning in empowering local communities.

The Bill proposes the introduction of Local Place Plans. This reflects a new approach which jointly considers land use planning, community planning and community action, supporting local people to become more involved in shaping their places.

The Council is keen to support the principle of Place Plans as identified in the Planning Bill and to support communities across Renfrewshire in considering Place Plans to shape their neighbourhoods.

This 'How To Guide' explains the key requirements of a Local Place Plan and steps in their preparation. The Guide is based on the experience of a pilot plan for the Foxbar neighbourhood of Paisley, prepared with the local community during 2018.



An aerial sketch of a residential development. The sketch shows a cluster of houses with grey roofs and brown walls, arranged in a grid-like pattern. A river flows through the center of the development, and a lake is visible in the upper right. The surrounding area is green with trees and grass. The text "1 What is a Local Place Plan?" is overlaid on the bottom half of the image.

# 1 What is a Local Place Plan?



Local Place Plans present local areas spatially. They outline areas of potential change, identify enhancements and prioritise areas of vacant or derelict land for new or alternative uses.

Plans should also assist the Council and Community Planning Partners to have an improved understanding of local aspirations and to target services, facilities and infrastructure in response. This will help to align community and land use planning to achieve better outcomes.

### Geographical Focus

Plans should relate to a recognisable area or community, for example a neighbourhood or village.

### Reflect Community Aspirations

Plans should be prepared by or with the local community. They must be led by local communities, to ensure that they reflect community aspirations.

### Inclusive Engagement

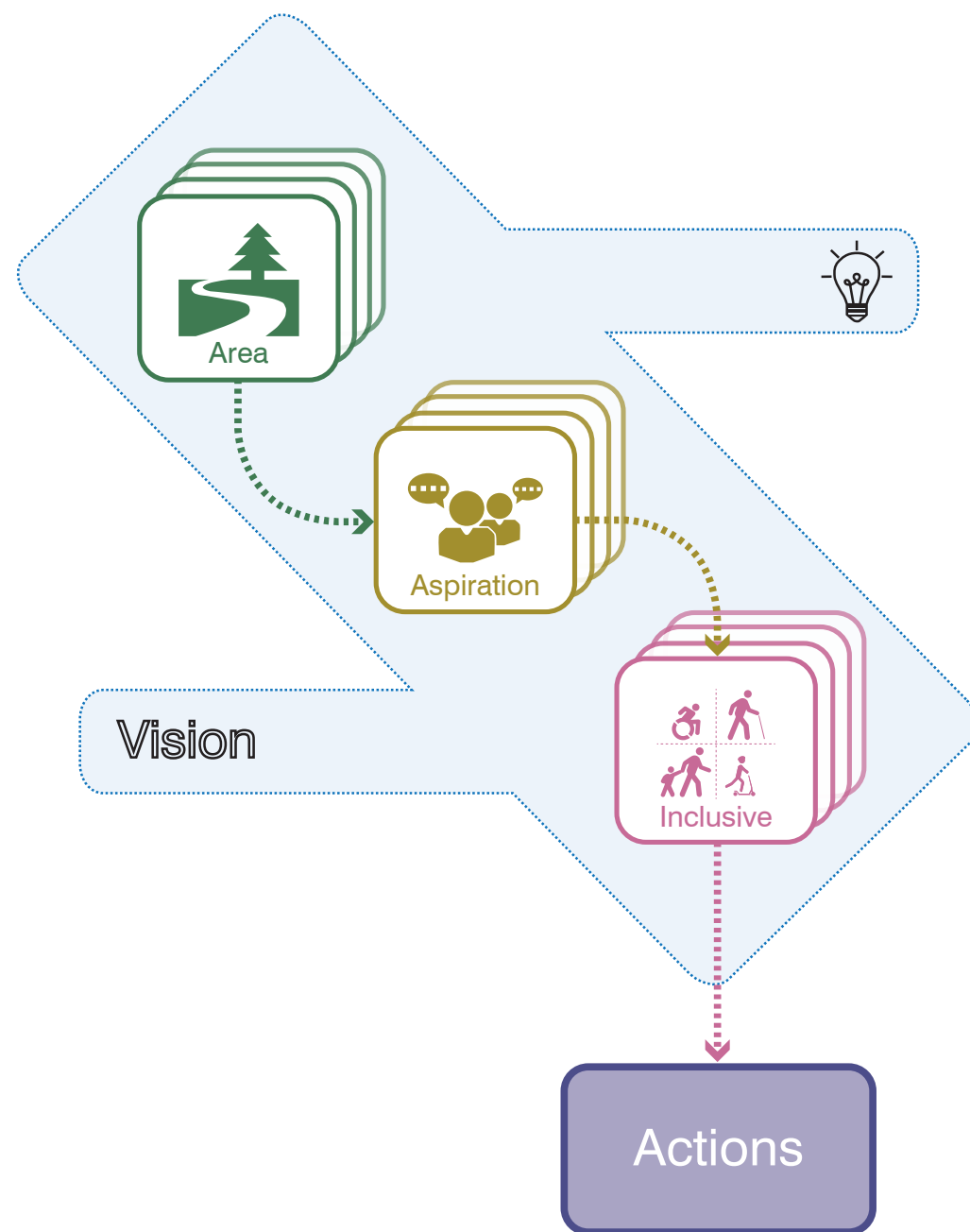
Community engagement to inform the plan must be as broad as possible, ensuring that everyone has an opportunity to be involved.

### Community Vision

Plans require to reflect the local vision for the area, informed by strong community engagement. In setting out the vision it is important to note that **Local Place Plans must have regard to the spatial strategy and policies within the Renfrewshire Local Development Plan.**

### Action Focus

It is important that plans focus on delivery of the community vision and contain a series of actions. These should be realistic and capable of being delivered. Actions within the plan will assist in identifying resources or priorities for delivery.

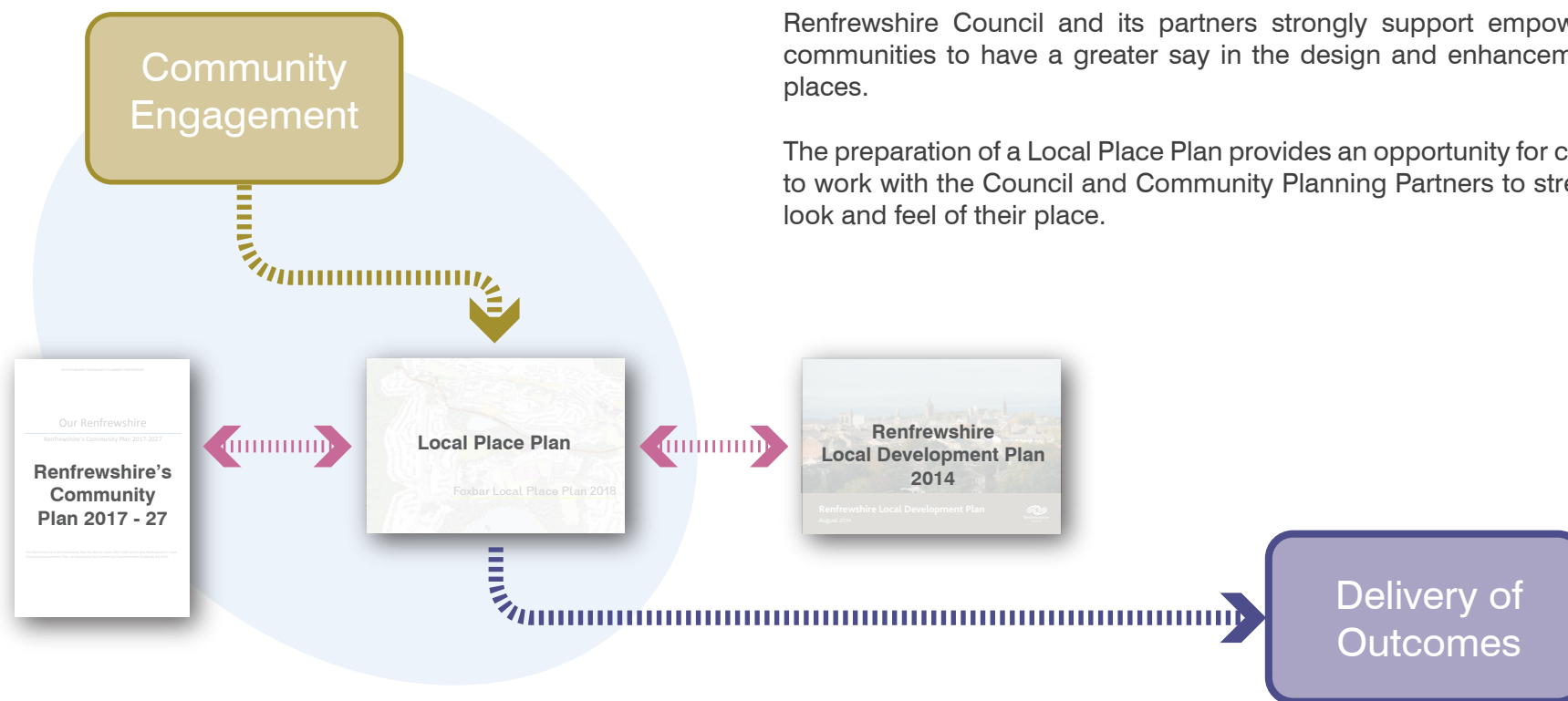






## **2 Why Prepare a Local Place Plan?**





Renfrewshire Council and its partners strongly support empowering local communities to have a greater say in the design and enhancement of their places.

The preparation of a Local Place Plan provides an opportunity for communities to work with the Council and Community Planning Partners to strengthen the look and feel of their place.

### Shaping the Local Community

A plan can include physical, social, economic or environmental actions which reflect the aspirations of a local community.

### Support Community Action

The process of preparing a Local Place Plan can support and stimulate community action. The plan can provide a framework for actions which are delivered by the community with assistance from partners and in turn help to secure funding.

### Demonstrating Aspirations

In clearly showing community aspirations for an area, the plan will help the Council, Community Planning Partners and funding organisations to better understand local issues and to target investment and services as a result.

### Partnership Working

Preparation of the plan can assist in creating positive and strong relationships within the local community and with partners such as the Council and Community Planning organisations. This in turn stimulates and supports delivery of identified actions.





# 3 Getting Ready



There are a number of key steps to be considered ahead of a decision to prepare a Local Place Plan. This includes identifying key stakeholders and ensuring that sufficient commitment, support and funding is available.

One community group should act as 'lead' organisation. This could involve chairing a local steering group of all interested organisations and bringing everyone together. Constituted groups such as Community Councils or Community Development Trusts are ideally placed to take this role.

At the start of the process, it is important that the timescales involved in preparation and delivery of the plan are considered. While the plan may require around 6 months to prepare, delivery may be over several years.

It is also important to engage the Council and other partners at an early stage in the process to secure support and guidance.

### Key Players

The 'key players' - the local community, the Council and Community Planning Partners - should be ready to work together openly to co-produce the plan.

### Early Discussion

Discussions between the partners should take place to identify support for a plan, the potential scope and the level of resources and commitment needed.

### Resources

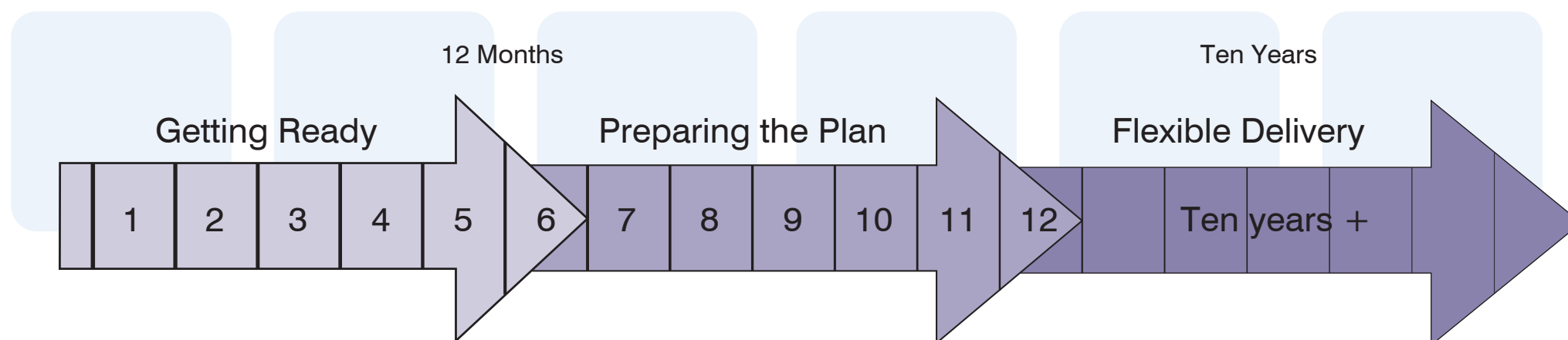
Sufficient resources need to be in place to produce the plan. This could include financial resources, staff time or volunteer capacity. Specialist support may also be required to assist with design, graphics or community engagement.

### Guiding the Plan Process

To guide preparation of the plan, a small Steering Group should be established. This should include a mix of representatives from the local community, Council and Community Planning.

### Getting Started

As an initial step, a month by month programme for preparing the plan will be required. This should carefully consider how to engage with and involve the local community in the plan.





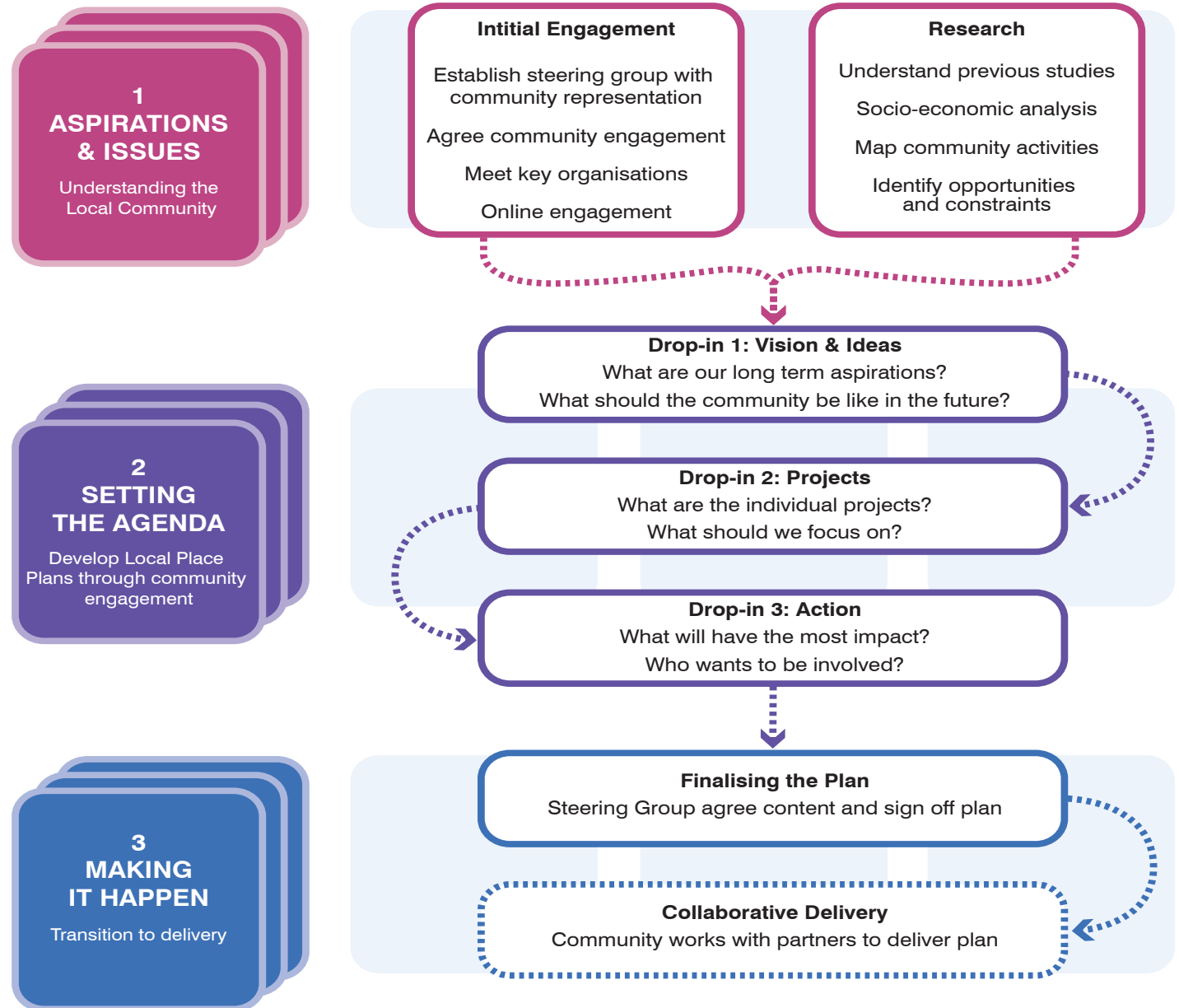


# **4 Preparing the Local Place Plan**



This section sets out how a Local Place Plan might be prepared. It is important to note that there is no 'correct' approach and that this can be designed to reflect individual communities and local context.

The approach identified in the example adjacent shows a typical six month process over three discrete stages. Each stage has a number of key steps, shown on the following pages.



**FUTURE FOXBAR**

**Don't miss this opportunity to make Foxbar even better!**  
**Help shape the future of your community.**  
**Make things happen!**

Come along to this series of informal events in Foxbar Community Centre on Amochrie Road.  
Please drop in for a chat.  
Everybody welcome!

More information and updates:  
[f @FoxbarandBredilandCC](https://www.facebook.com/FoxbarandBredilandCC)

<b>VISION &amp; IDEAS</b>	Wed 16 May 2pm-7pm	What are our long term aspirations? What should Foxbar be like in the future? What are our opportunities?
<b>PROJECTS</b>	Wed 30 May 2pm-7pm	What are the individual projects? What should we focus on first? What's bigger and more ambitious?
<b>ACTION</b>	Wed 20 June 2pm-7pm	Who will do what? How will it all fit together? What support do we need?

# 1 ASPIRATIONS & ISSUES

Understanding the  
Local Community

# 2 SETTING THE AGENDA

Develop Local Place  
Plans through community  
engagement

# 3 MAKING IT HAPPEN

Transition to delivery

The aim of this stage is to begin to understand the local community and local context, as a basis for preparing the plan.

## ● Previous Engagement

A useful starting point is to determine whether previous consultation exercises have been undertaken within the area in recent years. This can provide helpful information on active local community groups, issues and aspirations.

## ● Desktop Research

Reviewing background information and documents will also be helpful in understanding the local area. This can include data from the census and Scottish Index of Multiple Deprivation (SIMD) and documents such as the Renfrewshire Local Development Plan, Renfrewshire Community Plan and other Community Planning Partner plans and strategies.

## ● Community Engagement Plan

Effective community engagement is crucial to the success of the plan. This should seek to include as many sections of the community as possible, using a range of techniques, locations and times. The table overleaf shows a typical approach to consultation. There are many sources of good practice in community engagement online, including a number of web-based resources specific to Scotland:-

[PAS SP+EED](#)

[National Standards for Community Engagement  
Place Standard](#)

## ● Early Meetings

As an early part of the community engagement plan, discussions with community groups, businesses and Community Planning Partners will give helpful insights into local issues and community activity. Early meetings will also be helpful in raising awareness of the plan with local people.



## Example of Typical Stage 1 Activities

	Description	Participants
<b>Local organisations</b>	One to one contact. Discussions may include:- What is the organisation already doing locally? What are their aspirations? How might the plan help to deliver their objectives? <b>Ask all to promote the development of the Plan.</b>	Key community organisations. This could include the local Community Council, Community Centres and those using community facilities, libraries, shops, churches and those using church halls, uniformed youth organisations, care homes.
<b>Councillors</b>	Briefing meeting and subsequent contact as required.	Local Ward Councillors
<b>Community Planning Partners and other stakeholders</b>	One to one contact. Discussions may include: What is the organisation already doing locally? What are their aspirations? How might the plan help to deliver their objectives? <b>How might they help to deliver the plan?</b>	Key organisations and local stakeholders. This could include Council Services, Engage Renfrewshire, local Housing Associations, emergency services, Health and Social Care Partnership, Renfrewshire Leisure and third sector organisations.
<b>Community survey</b>	Short survey suitable for all ages. Distribute online and hard copy via community groups, local network, social media and local 'on street' events. Potential to combine with event flyer.	Everybody in the local community
<b>Schools and youth organisations</b>	Sessions and or/surveys to help understand aspirations.	Primary and Secondary Schools Youth groups
<b>'On Street' Events</b>	Events at key local facilities such as shops, community halls, community events, bus stops, local library and health clinics. Use discussions to complete surveys and distribute flyers.	Everybody in the local community
<b>Social Media</b>	Regular publicity and updates. Use existing pages or create a new page if appropriate. Link to others to increase publicity and awareness.	Everybody in the local community
<b>Desktop Research and Analysis</b>	Review of any previous studies, Council and Community Planning Partner plans and strategies. Review of opportunities and constraints.	Place Plan Steering Group.





## 1 ASPIRATIONS & ISSUES

Understanding the  
Local Community

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Develop Local Place  
Plans through community  
engagement

## 3 MAKING IT HAPPEN

Transition to delivery

The aim of this stage is to develop the plan with the local community, building on early engagement.

### ● Approach and Priorities

It is important the local community set the approach and priorities for the plan – they should set the agenda for the future of their place. At the same time the Council, Community Planning Partners and key stakeholders must also be actively involved to assist in the production and delivery of the plan.

### ● Encouraging Engagement

The plan should be developed through a series of well promoted events and online engagement. The aim should be to encourage as many people as possible to participate. Careful thought should be given to the sequence and format of events – welcoming and more informal 'drop in' events are often the most successful. Social media can also be very effective form of engagement.

### ● Communicating Ideas

Using graphics such as drawings, plans and images is often the best and most simple approach to communicate ideas. Examples are shown in Section 5.



## 1 ASPIRATIONS & ISSUES

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## 2 SETTING THE AGENDA

Develop Local Place  
Plans through community  
engagement

## 3 MAKING IT HAPPEN

Transition to delivery

The aim of this stage is to prepare the plan and move towards delivery.

### ● Finalising the Plan

The plan should be based on outcomes from community engagement, with content agreed and finalised by the Steering Group. Ideally, the plan should be a short, visual document to help communicate ideas and priorities quickly.

### ● Vision

The plan should set a long term vision for the area (5-10 years) and deliverable actions, with enough flexibility to accommodate changing circumstances over that time. This should help the Council and Community Planning Partners to inform their plans and strategies.

### ● Be Realistic

The focus of the plan should be on priorities and actions which are deliverable. Short term actions and 'quick wins' will help to deliver the plan and build momentum. More ambitious, long term actions can also be included even though resources might not yet be available. In considering longer term actions, the key is to consider whether a realistic delivery route may exist in the future.

### ● Community Led Action

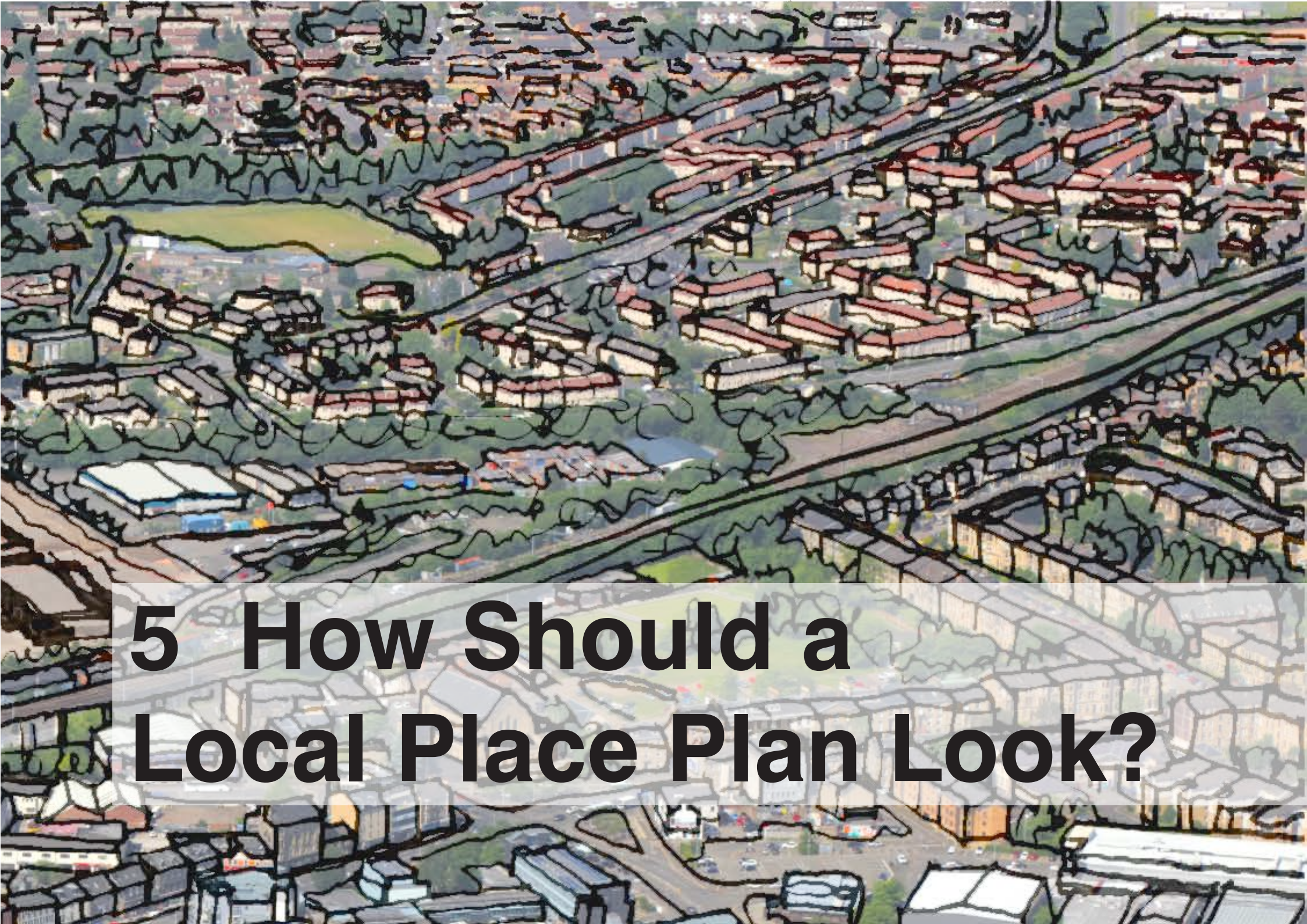
The focus of Local Place Plans should be on the local community – how it can lead on actions and change the neighbourhood.

### ● Promote the Plan

Once the plan is complete, this should be circulated and promoted widely within the local community and key partners. This is important to help generate community support and mobilise local groups and volunteers to deliver projects.





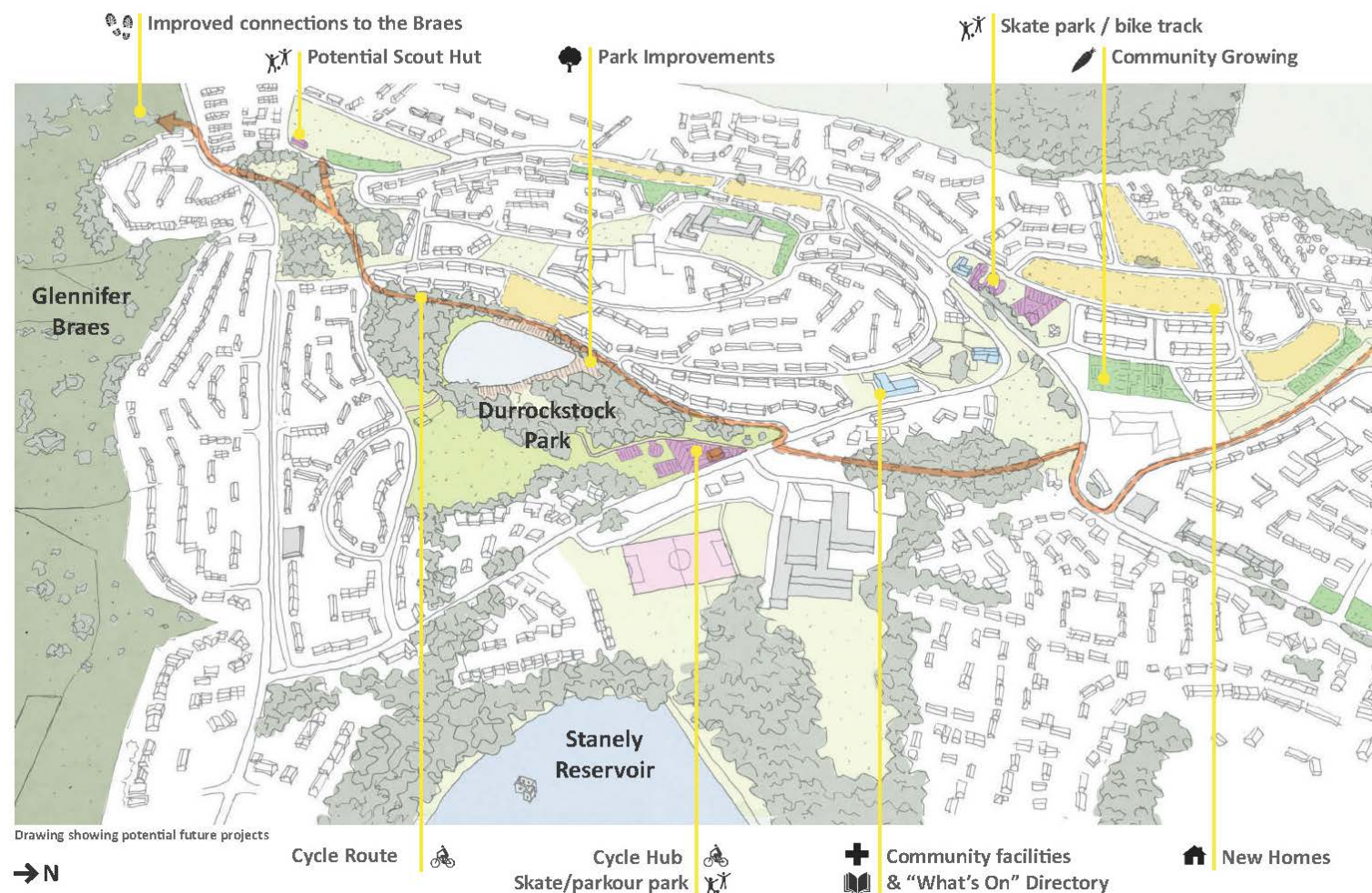


# **5 How Should a Local Place Plan Look?**



There is no 'correct' approach on the look of a place plan. Generally, plans will share some similar elements and it is important that they are visual in showing ideas and actions.

### Future Vision For Foxbar



1 - Foxbar Local Place Plan: future vision for Foxbar sketch diagram

### Vision

Each plan should have an overall vision which captures community aspirations for the future, and specific individual actions to assist in achieving that vision. Actions should be flexible enough to adjust to changing circumstances.

### Local Context

Each plan should reflect local context and community aspirations. Renfrewshire is a diverse area and each community has unique assets and aspirations.

### Graphic and Visual

Plans should be highly visual, using graphics, plans and diagrams to communicate main points. Detailed information considered important can be included within appendices.










### Short and Succinct

Plans should be written in a way which avoids jargon and be as short and succinct as possible. Typical content might include:- community assets and aspirations, overall vision, priority projects and delivery.



## 2 - Sample Projects Matrix

Nine priority projects were developed during the Foxbar Place Plan engagement process. Using symbols and colours was a simple way to illustrate the actions and their link to the vision for the area.

		Civic Pride	Community Activity	Homes and Community Facilities	Parks and Green Spaces
1. Community Events			✓	✓	
2. "What's on" Directory			✓	✓	
3. Community Growing		✓	✓		✓
4. Youth Projects		✓	✓		✓
5. Cycling			✓		✓
6. Durrockstock Park		✓	✓	✓	✓
7. Glennifer Braes			✓		✓
8. New Homes				✓	
9. Community Facilities			✓	✓	

### 3 - Sample Key Plan

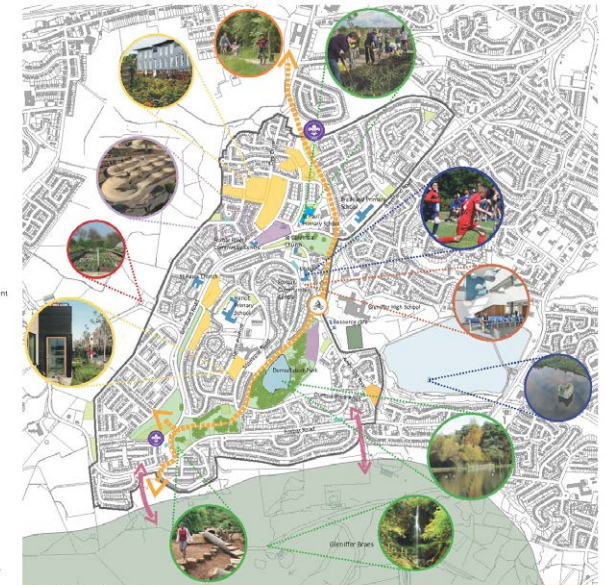
Each of the nine priority projects were mapped onto a key plan. This approach is a clear and visual way of communicating outcomes.

### 4 / 5 - Sample Project: Durrockstock Park

Each of the nine priority projects were allocated a page within the document, with mapping and images used to explain the key information. This project page was accompanied with a visualisation to illustrate the future aspirations for the park.

#### Key Plan

- KEY**
- Land suitable for housing
  - Existing parks/green spaces with potential for improvement
  - Community facilities
  - Shops
  - Synthetic sports pitches
  - Potential locations for community growing spaces
  - Commercial or community development opportunities
  - Potential location for Scout Hut
  - Potential cycle hub
  - Potential cycle route
  - Improve existing connections to Gleniffer Braes



Plan mapping priority areas for action

3

#### 6. Durrockstock Park

For many local residents, Durrockstock Park lies at the heart of the community. It has long been a focus for outdoor activity and play, from fishing and model boats at the dam to walks through the woods. There is significant interest from local people in helping to revitalise the park – it emerged as the clear ‘winner’ in the voting process. The accompanying visualisation and plan show potential projects for the park, including:

- Tidy trees and vegetation, including woodland thinning within the park and along the northern and western edges to Waverley Road.
- Improve the play facilities and games area near the dam and Amochrie Road.
- Clean out the pond.
- Introduce new activities to the park.
- Route a cycleway through the park as part of the proposed cycle route linking Foxbar to the National Cycle Network (see ‘Cycling’ project).
- Interpretation of local heritage, including the dam’s historical contribution to Paisley’s textile industry.

This series of projects could be broken down into a series of smaller projects over a number of years, with the potential for a larger heritage-based investment if funds are available. There is scope for significant involvement of local residents and community groups to improve, maintain and bring new activity to the park.



Play equipment

Improve paths and tidy vegetation



Map showing Durrockstock Park and cycle route, and connections to other green spaces

Ordnance Survey Mapping – © Crown Copyright and database right 2018. All rights reserved. Ordnance Survey Licence number: 100023417.

Foxbar Local Place Plan 2018

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Visualisation of future aspiration for Durrockstock Park

5

4



An aerial sketch of a city, rendered in a hand-drawn, illustrative style. The sketch shows a dense urban layout with various building footprints, streets, and green spaces. A semi-transparent rectangular box is overlaid on the lower half of the image, containing the text '6 Delivering the Plan'.

# **6 Delivering the Plan**



Delivery of the plan is just as important as preparation and it is important to move quickly from planning to action.

### Working Together

The local community, Council, Community Planning Partners and other key stakeholders should continue to work together to support delivery of actions in the plan. Changing the role of the Steering Group to a Delivery Group is a good way of doing this.



### Quick Wins

It is important to identify at least one action which can be delivered easily and quickly – for example a litter pick. This will demonstrate success, build momentum and encourage more people to get involved.

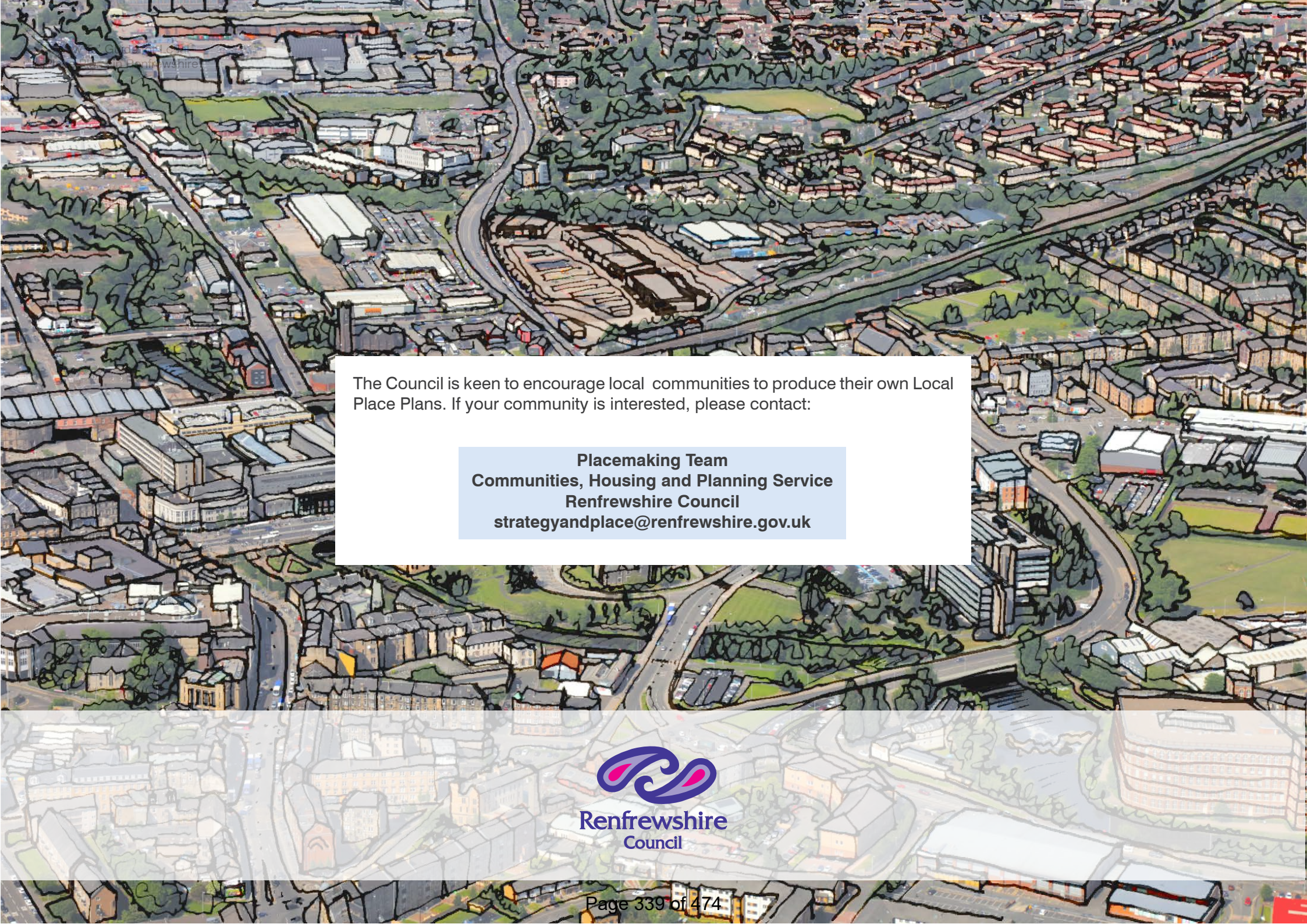


### Communication

Communicating progress with the plan and successes is also key, and can be through a variety of means, for example social media. Good communication and delivery of actions is vital to building momentum, support and capacity within the local community and key stakeholders.







The Council is keen to encourage local communities to produce their own Local Place Plans. If your community is interested, please contact:

**Placemaking Team**  
**Communities, Housing and Planning Service**  
**Renfrewshire Council**  
[strategyandplace@renfrewshire.gov.uk](mailto:strategyandplace@renfrewshire.gov.uk)



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