

Local Place Plan and Supporting Statement Template Guidance

This guidance has been prepared by Scottish Borders Council to assist community councils or community-controlled bodies who would like to use our templates to prepare and submit a Local Place Plan.

Before using this guidance, please read the following instructions and please also read our Local Place Plan Flow Chart which is available on our website.

What should a Local Place Plan look like?

Every Local Place Plan can look different. There is no right or wrong way to create a Local Place Plan.

The Scottish Government has set certain legal requirements for Local Place Plans; however, it has intentionally allowed communities to decide for themselves how to present their proposals for the development or use of land and buildings. So, if a Local Place Plan meets the legal requirements, it can be as individual as the community preparing it would like.

It can be difficult to know where to start, or how to interpret and apply the Government's legal requirements, and that is where these templates are designed to help.

Why are there two templates?

This guidance describes two templates (Local Place Plan and Supporting Statement) that have been created to assist communities in the Scottish Borders to create a Local Place Plan.

There is no legal requirement to submit a Local Place Plan and a Supporting Statement as two separate documents – a Local Place Plan submission can comprise of a single document, should a community prefer to do it that way. However, a Local Place Plan can be more inviting and easier for your community, developers, and other interested parties to read, if the submission is laid out in two separate documents, as explained below:

First template: Local Place Plan

This visual document aims to easily convey a community body's proposals for the development or use of land to its community and to the planning authority. The length of this document will be dependent on the area covered, the range of issues in the area, and the number of proposals identified and presented. The Local Place Plan must include maps and may also include photos, sketches, and drawings as well as text. Taking all these factors into account, as a rough guide it could (at the shorter end) be around 15-pages in length.

Second template: Supporting Statement

This short document (can be around 5-pages) helps a community to show how they met the Government's legal requirements for Local Place Plans. The Council reviews this document when checking a Local Place Plan submission against the Government's legal requirements, as part of the validation and registration process. This document can accompany or be contained within a Local Place Plan.

After a community has submitted its Local Place Plan and any supporting documents, and they have been checked and validated by the Council, they will be added to our [Local Place Plan register](#). Please note, communities preparing a Local Place Plan can request a pre-submission meeting (one per community) with the Community Place Planning Officer.

Do I have to use these templates?

You do not have to use our templates, but you may find it useful to do so. These templates are a guide that you may wish to follow to help ensure your Local Place Plan meets the Government's legal requirements for Local Place Plan preparation. The format of our template guidance and blank templates is not mandatory and is only here to support those who need it.

How do I use these templates?

We recommend that you read this template guidance in its entirety before starting on your Local Place Plan preparations, as later stages contained in the Supporting Statement template section of this document may influence your early engagement with your community.

Remember, Local Place Planning is the whole process, it is not just about filling in the boxes. But also, do not let these templates constrain you. The format and content of each Local Place Plan should be tailored to the assets, opportunities, needs, and challenges for its area, and each Local Place Plan should reflect the results of a process that involved its whole community.

This guidance has been designed in a word document so it can be completed on a computer, e.g. for adding notes to the boxes, and a navigation pane can be activated by clicking: View - Navigation Pane, in 'Show' in the ribbon. This guidance is also available in PDF form on our website for ease of printing if required as a hard copy.

Please note, these templates can help you produce a Local Place Plan submission but using them does not guarantee registration. Please contact us if you have any concerns during your Local Place Plan preparations or would like feedback on your draft or proposed Local Place Plan.

What symbols are used in these templates?

In the following templates, you will see the following symbols:

**Legal
requirement**

Text on a dark-grey background indicates a legal requirement as per the [Government's requirements for Local Place Plan preparation](#). Our website contains a registration submission checklist which outlines all of the Government's requirements for Local Place Plan preparation.



The Council's Local Place Plan logo indicates things we are asking for to aid the speed of checking and validating Local Place Plans.

Who do I contact if I have questions about Local Place Planning?

Contact the Council's Community Place Planning and Regeneration Officer at localplan@scotborders.gov.uk - if you:

- Have any questions or require assistance with using our Local Place Plan templates.
- Need advice or support as your plan progresses, particularly in relation to the Scottish Government's requirements for Local Place Plan submission and validation.
- Would like the Council to carry out a review of your draft or proposed Local Place Plan to help identify any issues with compliance with the Scottish Government's Local Place Plan requirements.

Local Place Plan Template Guidance

Cover page

The cover page gives the reader their first impression of your Local Place Plan.

The cover page should feature the following basic information:

- The title of your Local Place Plan that will include the name of the area that it covers.
- The timeframe that your Local Place Plan will cover if it has been designed with a particular timeframe in mind.
- The name of the community body who has prepared the Local Place Plan.
- The date of the Local Place Plan in dd/mm/yyyy format.

Try to keep the cover interesting. You could consider adding photographs or plans of the area. Are there any well-known local quotes or phrases that will inspire the readers?

It is up to you how you design your Local Place Plan. It can be as simple or artistic as you like but remember to ensure that your document is accessible and can be used by everyone, regardless of disability or method of access. For example, your Local Place Plan may be read as an online or paper document.

You may wish to read the Government's guide to [writing web-based content](#).



Foreword (optional)

This section may lay out a brief account of your community, its history, an overview of the challenges/opportunities being faced and a reflection on the Local Place Plan process. It could be authored by the lead group preparing the Local Place Plan and its partners. You could add in logos of organisations/groups that have been involved in the Local Place Plan process, to demonstrate partnership working.

Contents (optional)

Laying out the structure of your Local Place Plan helps users to easily navigate its contents.

A contents page provides an overview of the sections within the Local Place Plan e.g., Introduction, Description of the Area, Context of the Area, etc.

Please note that this section is optional and may not be required, depending on the length of your Local Place Plan.

Item	Page Number
1.Introduction	
2.Local Place Plan Area Map	
3.Description and Context of the Area	
4.Community Engagement	
5.Assets, Opportunities, Needs and Challenges	
6.Proposals	
7.Appendix	

Introduction

In this section, you can start by giving a brief explanation of Local Place Plans.

You can then introduce who you are, where you are, and why you are preparing a Local Place Plan. This should be inclusive of the main aim or purpose of the plan, i.e., to identify community strengths, needs, areas for development and aspirations, in order to attract and guide funding and/or in order to influence the new SBC Local Development Plan.

This is a good section to briefly explain and summarise any engagement events that have happened, who was involved, and any pictures or other information regarding these community interactions.

Local Place Plans can be prepared by the community; however, they can only be **submitted** by a [community council](#) or [community-controlled body](#) so include the name of the submitting community body here and explain how you meet the submission criteria.



The community council or community-controlled body preparing the Local Place Plan is responsible for obtaining all necessary permissions for the use of any photos and graphics included in their Local Place Plan – remember, the Plan will be published.



Contact details provided in a Local Place Plan must be generic and contain no personal email or postal address and no phone numbers, to ensure GDPR compliance.

Local Place Plan Area Map

This page sets out the area that your Local Place Plan covers, which then defines the boundary of the community that you consult with (see the 'Evidence of compliance with Regulation 4' section in this template guidance for more information).

The Local Place Plan area can be as big or as small as you like. It is up to you to define the area.

Your Local Place Plan area must be shown on a map. If you need advice on how to create a map of your community to include in your Local Place Plan, please contact the Council's GIS team maps@scotborders.gov.uk.

The community body must provide a map showing the land to which its Local Place Plan relates.

The map showing your Local Place Plan area is required to be sufficiently detailed to enable the boundaries of your Local Place Plan area to be identified.



The boundary of your Local Place Plan area must be drawn as a solid line (neither fuzzy nor dashed) so we can accurately plot it onto our Local Place Plan map register.



Description and Context of the Area

In this section, it would be good to describe your community, and what it is currently like to live in your place. You could use headings to set this out, for example:

- Who lives in your area (population)
- Housing
- Services such as healthcare, schools/nurseries, shops, community groups
- Places of work
- Natural environment/play and sports facilities
- Transport (moving around your area and beyond)
-

You do not need to include all these topics; your Local Place Plan can be as focused as you like. At the same time, do not be limited to these topics - include any subject areas relevant to your area. Remember every place is different and Local Place Plans should reflect that. The [Place Standard Tool](#) is one of the best guides regarding which questions you may want to ask your community and can provide help in terms of what headings you may have in this section.

You must also set out the national and local planning policy context for your area. To do this, you must have regard to the [National Planning Framework](#), relevant [Local Development Plan](#), and any relevant [Locality Plan](#) so that you know what priorities and policies are already identified for your Local Place Plan area. If you need help with identifying the relevant planning policies for your local area, please contact the Community Place Planning Team.

You may want to refer to other documents to help set the context for your Local Place Plan, for example, other previously prepared community-led plans for your area. It may be useful to take into account the [Local Outcome Improvement Plan](#) for the Scottish Borders, particularly where no Locality Plan is in place. You may also want to consider relevant documents from partner organisations, such as South of Scotland Enterprise (SOSE).

The community body must have regard to the National Planning Framework, Local Development Plan, and Locality Plan (if applicable) for its Local Place Plan area.

Community Engagement

So that your Local Place Plan has the greatest credibility and impact, it is important that everyone in your community is given an opportunity to have their say.

There are several ways in which you can engage with your community. Please try to include as many people and groups as possible to ensure that your Local Place Plan reflects the whole community. Scottish Government acknowledges that the level and range of community engagement opportunities provided will differ depending on the circumstances and resources available within each community.

Some ideas for ways to engage with a community include:

- Conducting an online survey.
- Using data from previous engagement activity in your local area.
- Running a 'community hall' public drop-in session to gather views or host discussions.
- Attending other local events to gather views e.g. village gala, farmers market.
- Creating a steering group and working with community groups to understand views.
- Engagement with schools.

In this section, you should outline the engagement activities that you have carried out and provide a summary and your analysis of all the feedback you received.

It is likely that the engagement you carry out will help identify the assets, opportunities, needs, challenges, and proposals for your area, as discussed in the next two sections of this template.

Results of Engagement - Assets, Opportunities, Needs and Challenges

This is where you define the main needs, wants and aspirations for your Local Place Plan area that have emerged from effective engagement with your local community. You may wish to include a vision statement in this section.

To guide this section, you may wish to consider some of the following questions:

- What does the community value?
- What does the community want to retain?
- What does the community want to improve?
- What do you as a community want to achieve?

The community body must provide a copy of any document referred to in their Local Place Plan (other than documents prepared or published by the planning authority to whom the Local Place Plan is submitted). Where any document is publicly available online and free of charge, the community body can include a hyperlink in their Local Place Plan to provide access.



Hyperlinks included in your Local Place Plan should be provided as a full URL, either in text or in a footnote, to ensure readers can identify its original location, e.g. organisation name, file name, etc, in the case of a broken link.

Proposals

This section must contain proposals relating to the development or use of land, which can include suggested changes to planning policy or proposals for development on the ground. This section should relate to the community/Local Place Plan objectives identified in the previous section.

Examples of Local Place Plan proposals relating to the development or use of land can include:

- Sites that support climate change adaptation, such as renewable energy or flood mitigation.
- Infrastructure locations and network links for things such as active travel or community food growing.
- Sites for housing (including affordable), local employment, community, and tourism facilities.
- Retaining, improving, and expanding and/or rationalising open space and green/blue infrastructure, and play facilities.
- Conservation of the natural and built environment.
- Improvements in the town/neighbourhood centre.
- Projects that fit with and help deliver the strategy or other aspects of National Planning Framework 4 and/or Local Development Plan.

If your proposals include suggested changes to the Local Development Plan, then you must state your suggestions in this section, together with the reasons why you consider that the associated policies and development proposals in the Local Development Plan should be amended.

The community body must set out their proposals as to the development or use of land in their Local Place Plan area.

The community body must set out its reasons for considering that the Local Development Plan should be amended.

The location of any proposal relating to a specific area of land or particular building contained within your Local Place Plan must be identified on a map. To meet this requirement, you can use multiple maps. If the number of proposals to be identified causes a map to lose clarity, you can use additional maps, inserts or an accompanying key to assist in clarity.

If your community engagement identifies land or buildings that are felt to be of particular significance to the local area, then the location of these 'locally significant' land or buildings must also be identified on a map. Identifying 'locally significant' land and/or

buildings in a Local Place Plan can help recognise their importance within the community and make sure they are considered in planning decisions.

The community body must provide a map that shows any proposals for the development or use of land and/or building/s that have been identified in their Local Place Plan.

Where the community body identifies land or building that is 'locally significant', the Local Place Plan must include a map/s that identify the location of that land or building.

A large, empty rectangular box with a thin black border, intended for a map showing land or building locations.

Appendix (optional)

In the appendix of your Local Place Plan, you may include any other information in support of your Local Place Plan, e.g. a summary of results from community engagement, an overview of how those results were taken into account and/or an overview of how any parts of your proposed Local Place Plan were amended following consultation.

Supporting Statement Template Guidance

Cover page (optional)

The cover page tells the reader that this is the Supporting Statement for your Local Place Plan.

The cover page could feature the following basic information:

- The document title: Supporting Statement for [insert your Local Place Plan name here].
- The name of the Community Body preparing the Supporting Statement.
- The date of your Supporting Statement in dd/mm/yyyy format.

You may wish to 'style' the cover of this document in a similar way to the cover of your Local Place Plan.

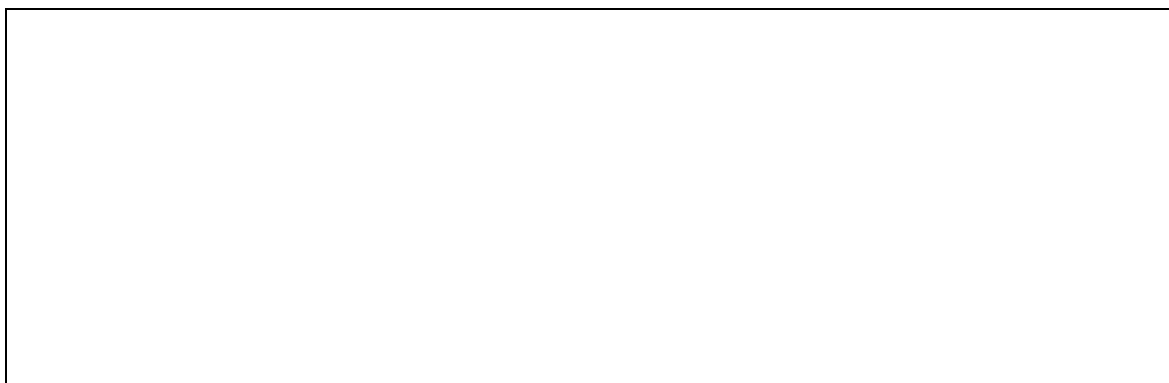
Or you may wish to omit the cover page and start your Supporting Statement at the Introduction section as shown on the following page. This document can be short (around five pages) and requires no maps, photos, or illustrations.



Contents

This section tells your reader what to expect in your Supporting Statement, as well as acting as a useful check to help ensure that your community body has taken the necessary steps to meet the Government's legal requirements for Local Place Plan preparation.

We have provided a suggested contents structure in our Supporting Statement Template which is available on our website. Please feel free to amend our suggested contents structure to include any additional information you may wish to include in the Supporting Statement for your Local Place Plan.



Introduction

This section can explain that this is the Supporting Statement for your community's Local Place Plan, giving the title of your Local Place Plan and brief details of the Local Place Plan area.

Any collaboration can be explained in this section, for example, if the community body has worked with any other groups while preparing the Local Place Plan, e.g. a development trust.

The date that the Local Place Plan and Supporting Statement are being submitted to the Council can be stated here, including any document version numbers, as applicable.

Contact details

Provide the contact details for the community council or community-controlled body who is submitting the Local Place Plan, including the address and/or email address to which they wish to receive any correspondence from the Council as planning authority.

If a community body submits an email address as their contact details, the Council asks that the address features only the community body's name or acronym, or generic prefix, such as: info@.

The community body must provide the contact details (i.e., address, including email address) to which they wish to receive any correspondence from the planning authority.



Contact details provided in a Supporting Statement must be generic and contain no personal email/postal address and no phone numbers.

Regard given to the Local Development Plan

This section must include a statement that shows how the community council or community-controlled body had regard to the Local Development Plan, in preparing its Local Place Plan.

The Local Development Plan can be found via our [Local Development Plan](#) webpage. A community body may also have regard to any proposed Local Development Plan. Where there is a proposed Local Development Plan, a community body could consider that, due to the age of an adopted Local Development Plan, the policies and proposals emerging in the proposed Local Development Plan may also influence the community body's thinking.

If you have any queries about the Local Development Plan, please contact the Local Development Plan Team.

The community body must explain how they had regard to the Local Development Plan while preparing the Local Place Plan.

Regard given to the National Planning Framework

Provide a statement that shows how the community council or community-controlled body had regard to the National Planning Framework while preparing its Local Place Plan. The [National Planning Framework](#) is a single, Scotland-wide policy document, and will apply to all communities.

The community body must explain how they had regard to the National Planning Framework while preparing the Local Place Plan.

Regard given to the Locality Plan

Provide a statement that shows how the community council or community-controlled body had regard to a published Locality Plan while preparing its Local Place Plan. The presence of a published Locality Plan (Community Plan) for your Local Place Plan area can be checked on the [Locality Plans webpage](#).

A community body may also have regard to any emerging revised Locality Plan. Where no Locality Plan is in place, it would be helpful to state so in this section.

The community body must explain how they had regard to the Locality Plan while preparing the Local Place Plan.

Reasons for amendments being sought to the Local Development Plan

One of the key aspects of a Local Place Plan is the potential influence it has on shaping future local planning policies for its area.

Provide a statement that sets out the reasons why the community council or community-controlled body considers that the Local Development Plan for their Local Place Plan area should be amended. Please refer to specific aspects of policy, settlement areas, etc as appropriate when describing your reasons for the suggested changes to the Local Development Plan. If you do not seek any amendments, then please state so in this section.

The community body must set out why it considers that the Local Development Plan should be amended.

Community support for the Local Place Plan

Provide a statement in which the community body sets out its view of the level and nature of community support for its Local Place Plan. This view must be based on the following:

- Any engagement activities you carried out in your community to find out the views of people or organisations, for example, with residents, business owners, young people, etc.
- The statutory notice period that you must undertake with councillors and community councils on your proposed Local Place Plan (see the next section of this template) to comply with [Regulation 4 of The Town and Country Planning \(Local Place Plan\) \(Scotland\) Regulations 2021](#).

The statement should be based on evidence obtained from the activities undertaken by the community body and should aim to provide:

- A brief description of any engagement activities carried out, including an estimation of the number and interests of people/organisations involved, and a summary of what views were expressed, both where in support of or where in opposition to your development proposals.
- A description of any consultation carried out on your proposed Local Place Plan, which at a minimum will be a brief summary of what views were expressed in any feedback you received from the councillors and community councils during the statutory notice period.

There are often differences of opinion within communities and if concerns were raised during engagement with the community and others, you may wish to show how you tried to resolve these.

Demonstrating that the views of the community have been taken into account is good practice, which will help strengthen your statement on the community's support for the Local Place Plan. This can help towards maximising the effectiveness and weight of the Local Place Plan when it comes to be used in the planning system and when seeking funding.

The community body must set out its view of the level and nature of support for the Local Place Plan, and the basis on which the community body reached that view, including a description of any consultation they have carried out in respect of the proposed Local Place Plan.

Evidence of compliance with Regulation 4

Before you submit your Local Place Plan to the Council, you must share your proposed Local Place Plan, for comment, with each councillor for the Local Place Plan area, and with any community council whose area is within, or adjoins, the proposed Local Place Plan area. Your proposed Local Place Plan must be accompanied by an information notice that sets out this sharing process to the councillors and community councils.

The information notice template on our website can help you in the preparation of the information notices.

Our [list](#) and [map](#) of wards can help you identify the relevant councillors and their contact details for your Local Place Plan area, and our [community council boundary maps](#) and [directory of community councils](#) can help you identify the relevant community councils and their contact details. If you need help to identify the councillors/community councils for your Local Place Plan area, please contact our Community Engagement Team.

You must give the councillors and community councils to whom you send your proposed Local Place Plan, no less than 28 days to give you feedback (the community body can decide upon a longer period). You should keep a clear record as to who was consulted on the proposed Local Place Plan and on what dates. You can share your proposed plan with others to gain feedback, but it is not a mandatory requirement.

To demonstrate compliance with the requirements of Regulation 4 this section must include:

- A list of councillors to whom the proposed Local Place Plan was sent, including dates.
- A list of community councils to whom the proposed Local Place Plan was sent, including dates.
- A copy of the information notices (can be sent to us as separate files - see Appendix section)

Before submitting a Local Place Plan to the Council's Development Plans Team, the community body must send a copy of the proposed Local Place Plan and an information notice to the following: each councillor for the Local Place Plan area, and any community council any part of whose area is within, or adjoins, the proposed Local Place Plan area.

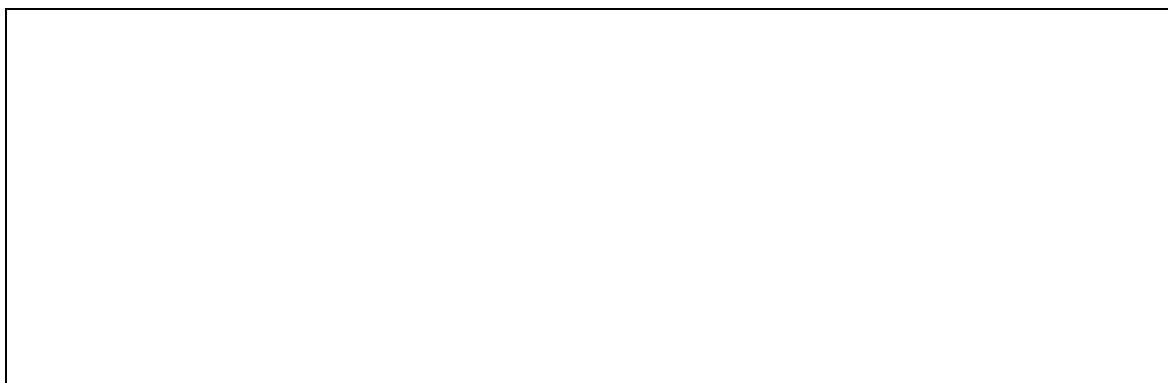
An information notice must include a brief description of the content and purpose of the proposed Local Place Plan, and information as to how and to whom any representations on the proposed Local Place Plan content should be made and the date by which they should be made, which must be a date that is not less than 28 days after the date on which the notice is sent.

Appendix

In the appendix of your Supporting Statement, you can include a copy of the information notices that you sent to councillors and community councils when consulting on your proposed Local Place Plan as per the requirements of Regulation 4.

If it is easier for you, you can send the Supporting Statement and information notices as separate documents when you submit your Local Place Plan to the Council, and we will be happy to combine your Supporting Statement and information notices into a single document after the checking and validation process has been completed.

Our information notice template can help you in the preparation of your information notices.

A large, empty rectangular box with a thin black border, intended for users to attach or paste their information notices.

Useful contacts

Community Place Planning Team: localplan@scotborders.gov.uk

Community Engagement Team: CommunityEngagement@scotborders.gov.uk

Local Development Plan Team: localplan@scotborders.gov.uk

GIS Team: maps@scotborders.gov.uk

Useful webpage links

[Scottish Borders Council - Local Place Plans - Home](#)

[Regulation 4 of The Town and Country Planning \(Local Place Plan\) \(Scotland\) Regulations 2021](#)

[SBC - Local Place Plan Directory](#)

[Local Place Plan Guidance and Templates](#)

[Planning Circular 1/2022 - Local Place Plans](#)

[Local Development Plan](#)

[National Planning Framework](#)