



# **Local Place Plans “How to Guide”**

# Local Place Plans Guide

## Introduction

[The Planning \(Scotland\) Act 2019](#) seeks to empower communities and strengthen links between citizens, communities and the planning and spatial design process.

In order to take steps toward achieving this, **Local Place Plans** have been introduced as a way for communities to highlight issues, gather ideas and express aspirations for the future through a community-led action programme.

It is important that communities have the chance to participate in all parts of the planning system ranging from Local Development Plans, National Planning Frameworks and Planning Applications put forward in their area.

Local Place Plans are not intended to replace these opportunities, but instead to compliment and be provided alongside them. They present an opportunity to proactively look ahead in setting out the community's ideas for the future.

## What are Local Place Plans?

Local Place Plans are community-led plans which present local areas spatially, presenting a community's proposals for the development and use of land. They can, for example, outline areas of potential change, identify enhancements, and prioritise areas of vacant or derelict land for new or alternative uses. It can also suggest proposals for key buildings deemed to be of importance to the community.

Local Place Plans are a way for communities, working with Glasgow City Council and other public sector organisations, to bring forward proposals that reflect national and local outcomes. Plans should also assist the Council to have an improved understanding of local aspirations and can describe how the community may wish to influence local planning priorities.

Plans are community led and reflect the local vision for the area and should be informed by strong community engagement which gives everyone the opportunity to be involved.

Local Place Plans should contain realistic actions to achieve the community's vision and plans must also consider Glasgow City Councils Development Plan as well as other relevant spatial strategies.

## Who can Submit a Local Place Plan?

Local Place Plans should be prepared by a **Community-Controlled Body**, defined as a group (either incorporated or unincorporated) that has a written constitution containing the following elements:

1. A definition of the community it serves;
2. The majority of the body's members must be from that community, with membership open to any member of that community;
3. The body has a stated purpose of promoting a benefit for that community; and
4. A provision where surplus funds or assets of the body must be used for the benefit of that community.

This definition is established by the [Community Empowerment \(Scotland\) Act 2015](#).

## What is a Local Place Plan Area?

This is the geographical area to which the plan relates, as defined by the group preparing the land. This should relate to the group's defined area of influence and /or activity. There is a requirement for a map of the place plan to be provided so that the Local Place Plan Area is Clearly defined.

## What can Local Place Plans cover?

Sometimes new buildings, changes to the use and appearance of existing buildings, and other changes in the way land is used are needed. These activities are called 'development'. The planning system makes decisions about future development and the use of land, it decides where development should happen, where it should not and how development affects its surroundings.

Though not an exhaustive list, examples of what could be considered as development or use of land which might feature in a Local Place Plan could include things like:

- sites which support climate change adaptation, such as renewable energy or flood mitigation;
- local initiatives for the promotion of active travel and community food growing;
- sites for housing, including for affordable housing, new or retained local employment or new tourism/community facilities;
- retaining, improving, and expanding quality open space and green/blue infrastructure and play facilities;
- conservation of the natural/built environment;
- improvements in the town/neighbourhood centre;
- support for a national development, as featured in the National Planning Framework.

Matters which may not be defined as 'development' may nevertheless also be important for a community. Again, though not an exhaustive list, examples of what would **not** normally be considered as development include:

- litter management and dog fouling;
- improvements to public transport (routes and timetables); and
- proposals which do not fundamentally impact on the long-term use of land, such as occasional activities/events using existing facilities, spaces and places.

Community Bodies will want to consider how these issues can be appropriately expressed in their Local Place Plans. For example, issues relating to litter and dog fouling could be raised as part of a general concern around the amenity of an area. There could also be scope for these issues to form an element of the additional information submitted by the Community Body.

## Local Place Plans for Your Area

Local Place Plans will inform the Glasgow's next [Development Plan](#), which sets out policies and proposals for the future use of land and infrastructure in the city. Local Place Plans offer an opportunity for every citizen of Glasgow to influence the Development Plan and to tell us about their lived experience.

Plans should be community led and reflect the local vision for the area. However, it is important when developing their plan that communities are aware of the priorities of the Council and projects which are already underway within their area and across the city. The list below includes helpful links to policies and projects which should be considered when thinking about creating a Local Place Plan.

<b>City Policy</b>	
<a href="#">Development Plan</a>	This Plan sets out the Council's vision and strategy for land use whilst also providing the basis for assessing planning applications along with its associated Supplementary Guidance.
<a href="#">Placemaking Parts 1 and 2</a>	<p>This guidance comes in two parts, Part 1 provides the context and approach of Placemaking established in Policy CDP1.</p> <p>It includes:</p> <ul style="list-style-type: none"> <li>• an outline of the processes to be undertaken in preparing a development proposal</li> <li>• a Glasgow interpretation of Qualities of Place</li> <li>• a section on the different character environments that are evident throughout the City that help to guide how a development responds to its context</li> <li>• Part 2 contains detailed assessment criteria relating to physical design, this includes updated guidance on residential development to be cross referenced with the Residential Design Guidance.</li> </ul> <p>It also introduces new guidance in relation to Cultural Heritage, Temporary Uses, Community Facilities and Energy Efficient Buildings.</p>
<a href="#">River Clyde Development Corridor Strategic Development Framework (SDF)</a>	<p>A Strategic Development Framework (SDF) provides a structure for the future development and regeneration of an identified geographical area. It acts as an overarching framework identifying key priorities, design principles, connections and strategic relationships. It can support more detailed planning work on specific sites and projects within the overall plan.</p>
<a href="#">City Centre SDF</a>	
<a href="#">Glasgow North SDF</a>	
<a href="#">Govan Partick SDF</a>	
Inner East SDF	
Easterhouse SDF	
<a href="#">Drumchapel Local Development Framework (LDF)</a>	The City Development Plan proposes Local Development Frameworks (LDF) to deliver planning change at a local level for areas of the city where it is recognised that an additional layer of planning intervention is required. Work on these strategies is ongoing.
<a href="#">Pollok LDF</a>	
<a href="#">South Central LDF</a>	
<a href="#">Open Space Strategy</a>	<p>The OSS is a corporate strategy that will align the work of various council services to deliver a variety of benefits for people and nature in Glasgow in line with the strategy's three outcomes - enhancing:</p> <ul style="list-style-type: none"> <li>• the City's Liveability, increasing its attractiveness as a place in which to live, work, move around, study and invest;</li> <li>• the Health and Wellbeing of the City's human population and of its flora and fauna; and</li> <li>• the long term Resilience of the City in relation to issues such as climate change.</li> </ul>
<a href="#">District Regeneration Frameworks</a>	This DRF is intended to be a Handbook for Change; describing future ambitions for 9 Districts identified in Glasgow's City Centre Strategy and providing a practical manual to enable partnership working and guide delivery.
<a href="#">Residential Design guide</a>	Glasgow's Design Guide for New Residential Areas builds on and interprets the guidance set out in Designing Streets, taking cognisance

	of the City's physical context and policy requirements, to assist in the delivery of better designed new residential areas. The Guide draws together the Council's key planning and road design requirements.
<a href="#">Conservation Areas in Glasgow</a>	Glasgow currently has 25 conservation areas varying in character from the city centre and Victorian residential suburbs to a rural village and a former country estate.
<a href="#">Conservation Area Appraisals</a>	To determine whether an area merits Conservation Area status a conservation area appraisal must be prepared. The purpose of a conservation area appraisal is to define what is important about its character and appearance and to identify its important characteristics. It is also a vital tool to enable the active management of the conservation area.

<b>Climate Emergency</b>	
<a href="#">Glasgow's Climate Plan</a>	Our Response to the Climate and Ecological Emergency
<a href="#">Biodiversity</a>	Biodiversity reports

<b>Everyday Glasgow</b>	
<a href="#">Liveable Neighbourhoods</a>	Liveable Neighbourhoods (LN) is Glasgow's approach to blending the 20-minute neighbourhood concept with the place principle. The City Council will work with and enable communities to improve their areas through the formation of Liveable Neighbourhood Plans.
<a href="#">Active travel</a>	As part of a step change to how we move around Glasgow, the Active Travel Strategy (ATS) aims to achieve significant modal shift across the city to walking, wheeling and cycling
<a href="#">Locality Plans</a>	<p>Locality planning was introduced in the Community Empowerment (Scotland) Act 2015, under Part 2: Community Planning. Locality planning has two main functions:</p> <ul style="list-style-type: none"> <li>• to tackle inequalities</li> <li>• to enable community bodies to participate in decision making at a neighbourhood level.</li> </ul> <p>The Glasgow Community Planning Partnership (GCPP) is required to carry out locality planning in all neighbourhoods that are deprived compared to the rest of the city. Currently, GCPP is carrying out this work in the 10 neighbourhoods covered by the Thriving Places programme.</p>
<a href="#">Food growing strategy</a>	Under the Community Empowerment Act 2015, all Scottish Local Authorities are required to produce a Food Growing Strategy for their area.
<a href="#">Urban forest and woodlands strategy</a>	The strategy has been developed by all eight local authorities within Glasgow City Region, Scottish Forestry, NatureScot and Glasgow and Clyde Valley Green Network Partnership. It sets out a positive woodland expansion vision for the next 10 years.
<a href="#">The Glasgow Green Deal</a>	The Glasgow Green Deal is a nine-year mission which will fundamentally reshape the city's economy. It is a transformative new approach, designed to bridge the gap between aspirations and action around the climate and ecological emergencies and deliver equitable, Net Zero carbon, climate resilient living by 2030.
<a href="#">Community Councils</a>	Information on Community Councils
<a href="#">Near Me Map</a>	this can be used to find out the Councillor, MP, MSP, Is it a Parking Zone? School Catchment? Etc.

<b>National Policy</b>	
<a href="#">National Planning Policy Framework 4</a>	National Planning Framework 4 (NPF4) is the national spatial strategy for Scotland. It sets out spatial principles, regional priorities, national developments and national planning policy.
<a href="#">Place Principle</a>	The Scottish Government and COSLA adopted the Place Principle in 2019, to promote a shared understanding of place and promote a more collaborative approach to achieve better outcomes for Scotland's places and communities.
<a href="#">Our Place</a>	

## Initial Stages

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 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 1 year to prepare, delivery may be over several years.

It is important to come to the Council first and engage with other partners at an early stage in the process to secure support and guidance. Sufficient resources need to be in place to produce the plan. Specialist support may be required to assist with design, graphics or community engagement.

## Creating a Local Place Plan

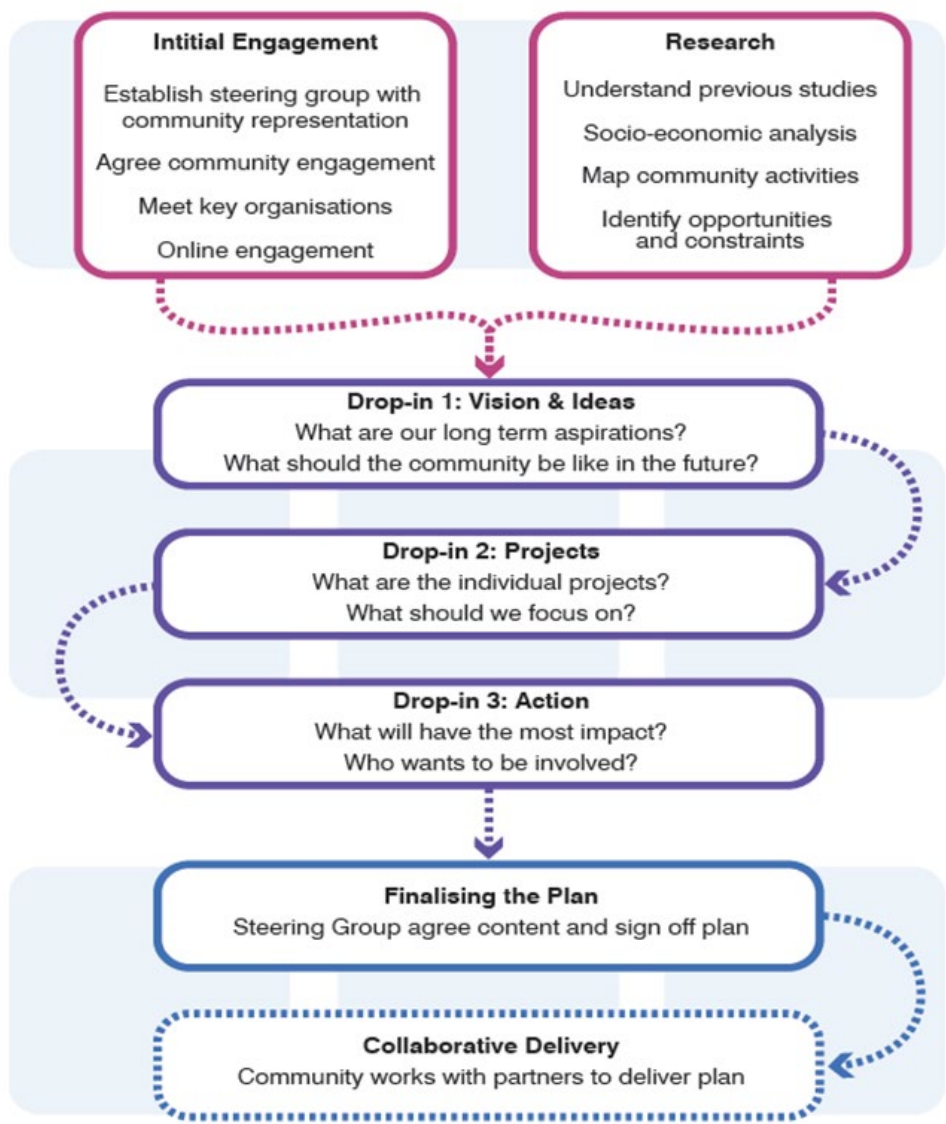
This section sets out how a Local Place Plan might be prepared. It is important to note that there is no 'correct' approach and that this can be designed to reflect individual communities and local context.

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

**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





## 1. ASPIRATIONS AND ISSUES: Understanding the Community

The aim of this stage is to begin to understand the community at a local level 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 by any organisation within the area in recent years. This can provide helpful information on active local community groups, any existing or historical issues and future 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 Glasgow City Council Development Plan, the LOIP (Local Outcome Improvement Plan) and more.

There will likely be a high volume of existing strategies, plans and policies in place or in the process of being refreshed and updated over the course of creating the LPP.

The most important aspect is to make reference where you can to specific sections in each that align with and support the vision and ideas you are setting forth with your community, as this will in turn strengthen the basis of the LPP.

### Community Engagement Plan

Effective community engagement is crucial to the success of the plan. This should seek to include as many in the community as possible from all backgrounds and walks of life, through a range of techniques, locations and times.

The table below 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: More information can be found here:

- [Place Standard Tool](#)
- [PAS SP+EED](#)
- [National Standards for Community Engagement](#)

### Initial Meetings and Workshops

As an early part of the community engagement plan, discussions with Glasgow City Councils Planning Department, community groups, businesses and Community Planning Partners will give helpful insights into local issues and community activity.

Scheduling this as early as possible will also be helpful in raising awareness of the plan with those in the community who will be taking part.



**Example of typical Stage 1 Activities are set out below:**

	<b>Description</b>	<b>Participants</b>
<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 Community 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, local Housing Associations, emergency services, Health and Social Care Partnership, Glasgow Life 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. Particular effort should be made to consider different ethnicities and cultural requirements of engagement at this stage.
<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.

**2. SETTING THE AGENDA: Develop Local Place Plans through community engagement**

The aim of this stage is to develop the plan with 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 Local Authority/Council, Community Planning Partners/Public Service Partners, 3rd Sector, Community Groups, Businesses and other key stakeholders can also be provided opportunities for involvement where possible, in order to support and 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 a very effective form of engagement.

It is important to note that while social media is instrumental in reaching a large number of people, quickly and with little financial cost – not everyone in every community has access to, can afford to or has the ability to access online and digital materials.

This by no means should limit or hinder your ambition for promoting and taking forward the creation of you and your community’s LPPs through online and digital means, but it can also be beneficial to ensure that paper/printed copies of key documents are available at ‘Milestones’ through the creation of the LPP, to ensure that all can take part.

## **Communicating Ideas**

Using graphics such as drawings, plans and images is often the best and most simple approach to communicate ideas, able to express a concept or ideas that otherwise could take a length of time to explain.

### **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, any particularly lengthy or detailed sections of the LPP should be accompanied by a short ‘Summary’, with visual graphics and photographs throughout to help communicate ideas and priorities quickly.

#### **Vision**

LPPs are most effective when, alongside Priority Actions, they also present a clear case and view for the future vision of the community. This will ensure that the LPP stands the test of time, and that when other plans, policies and strategies are created in the years ahead, they can be encouraged to take account of the community’s vision set forth in the LPP.

This often takes the shape of (5-10 years) vision for the community accompanied by deliverable actions, with enough flexibility to accommodate changing circumstances over that time.

## **Be Practical – But Also Be Ambitious**

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 in the neighbourhood. This can be a useful focus because these are actions and priorities over which the community has control, decision and discretion.

This can help demonstrate to the community that change and improvement is a realistic ambition, at the very least when focused on making improvements at the local level without having to rely on others to achieve it.

However, it can also be beneficial to identify a list of ideas and potential projects which will require additional resources, investment and collaborative effort.

This can range from opportunities for collaboration with local institutions, health and social care, 3rd sector, voluntary and community groups or engagement with locally based or operated businesses.

This can also include areas of 'potential investment' where the community has a certain project in mind, that can be contributed to by investment or developers – again placing the community at the forefront of setting the future vision alongside existing Local Authority and other planning processes.

## **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.

## **Design and Format**

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.

## **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. Glasgow 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.

## **Delivering Priorities and Key Actions**

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, including social media. Good communication and delivery of actions is vital to building momentum, support and capacity within the local community and key stakeholders

## **Further Guidance & Information on Local Place Plans**

A number of organisations have produced guidance and can offer support to local community groups interested in finding out more or taking forward a Local Place Plan, including Planning Aid Scotland and Community Land Scotland. More information can be found at the following links:

- [Planning Aid Scotland – Community Led Plans](#)
- [Our Place – Local Place Plans](#)
- [Community Land Scotland – Learning from Local Place Plans](#)
- [Our Place – Toolbox](#)

## Local Place Plan Examples for Reference

A pilot Place Plan was prepared for **Foxbar** ([Local Place Plan](#)), an established urban neighbourhood within the town of Paisley over spring 2018 with the support of the Scottish Government.

A Local Place Plan was validated by Edinburgh City Council in June 2023 for **Wester Hailes** ([Local Place Plan](#)).

Prior to the introduction of Local Place Plans, a plan was prepared by the community of East Pollokshields, entitled '[Make Your Mark](#)'. Although this predates the introduction of Local Place Plans, it mirrors many aspects of the process, resulting in a community-led plan developed in consultation with the wider community and helped inform the Council's Development Framework for the wider South Central area of Glasgow.