

PERTH AND KINROSS COUNCIL

Enterprise and Infrastructure Committee – 7 November 2012

**PERTH AND KINROSS PROPOSED LOCAL DEVELOPMENT PLAN
ENGAGEMENT FEEDBACK AND STATEMENT OF CONFORMITY****Report by Executive Director (Environment)****Abstract**

This report provides Members with an update of the engagement methods and outcomes which were used to engage Statutory Consultees, Key Agencies, Stakeholders and the general public on the Proposed Plan as indicated in the Development Plan Scheme. In line with the Planning etc (Scotland) Act 2006, a Statement of Conformity with the Participation Statement has been prepared.

1. RECOMMENDATIONS**1.1** The Committee is asked to

- i) Approve the Statement of Conformity to be submitted to Scottish Ministers prior to the Examination of the Plan.
- ii) Note the details of the engagement process as carried out during the Period of Representation for the Proposed Plan.

2. BACKGROUND

2.1 This report has been prepared in order to provide Members with feedback on the engagement methods as identified within the Participation Statement as part of the Development Plan Scheme. The report also looks at lessons learned for future engagement exercises.

2.2 The Special Meeting of the Council held on 10 January 2012 approved the content of the Proposed Local Development Plan (LDP), which represents the “settled view of the Council”, and the arrangements for its publication and participation. The following provides details of what was done to deliver the actions set out in the Development Plan Scheme, Participation Statement as agreed by Council.

3. STATEMENT OF CONFORMITY

3.1 In line with the Planning etc (Scotland) Act 2006 Part 2 Section 18 (4)(a)(i) the Council is required to submit a report to Scottish Ministers demonstrating that the Council has conformed to the legislative requirements in relation to engagement. This report is submitted prior to the Examination to ensure the Reporter is satisfied that the arrangements for engagement with stakeholders, including the public following the publication of both the Main Issues Report and the Proposed LDP are in accordance with the legislation and the Council's current Participation Statement. This is known as a Statement of Conformity and a copy is attached as Appendix 1 of this report. The Report and its corresponding annexes will be referred to throughout this report.

3.2 Proposed and Actual Actions

3.2.1 The Town and Country Planning (Development Planning) Regulations and Section 18(1) of the Act provide details of minimum requirements for consultation upon the publication of the Proposed Plan which were incorporated in to the Participation Statement of the Development Plan Scheme. These requirements are detailed in Table 1 below:

What the legislation says	What we said we would do in the Participation Statement	What we did
Publish in a local newspaper and on the internet a notice indicating that the document has been prepared, at what times it can be inspected, a brief description of its content and purpose, where further information can be obtained, inviting representation from any wishing to do so and information on how and to whom any representation should be made and by what date	Formally advertise in local press and the internet.	In line with the Statutory requirements as set out in the Planning etc (Scotland) Act 2006 formal Public Notices were put in the press on 30 th January to indicate that the Proposed Plan had been published and that a Period of Representation would run for 10 weeks from 30 January 2012 until Tuesday 10 April 2012.
Notice containing this information should be sent to key agencies, adjoining planning authorities, where the LDP is within a SDP area, the other authorities within the SDP area, and any community council within the LDP area.	Formal consultation with Scottish Ministers, Key Agencies and Community Councils.	Formal Consultation with Scottish Ministers, Key Agencies and Community Councils included notice of the publication of the proposed plan and a copy of the proposed plan and supporting documents sent to Key Agencies sent on 27 January 2012.
A copy of the document to be made available for inspection at an area office and every public library in the LDP area.	Copy of the LDP and Environmental Report will be made available for inspection at Council Offices and at public libraries/community campuses.	Copies of the Plan and supporting documents were sent to all libraries and Council offices on 27 January 2012 in order to be made available for public inspection from 30 January 2012.

What the legislation says	What we said we would do in the Participation Statement	What we did
Publication of the document on the internet.	Post on website www.pkc.gov.uk/ProposedLDP	Notification of the publication of the Proposed Plan was posted on the Council's website and copies of the Proposed Plan and supporting documents were made available to download from 30 January 2012.
Notify any person who made a representation to the Main Issues Report (MIR).	Those parties who commented on the MIR will be contacted directly either by e-mail or post informing them that the Proposed Plan has been prepared and that there is a period of 10 weeks in which they can make their representations.	All those who made representation on the MIR, contacts on the Development Plan Consultation database and interested parties were formally notified of the publication of the Proposed Plan either by letter or e-mail and included details of where the Proposed Plan could be accessed, how to make representations and the period in which representations could be made.
Notification of Publication of Proposed Plan where the proposed Local Development Plan includes a proposal for development relating to a specific site which, if implemented, would be likely to have a significant effect on the use or amenity of that site or neighbouring land. The Planning Authority has to give notice to the owner, lessee or occupier of any premises situated on that site or on neighbouring land.	Formal notification of publication of the Proposed Plan to owner, lessee or occupier on a site or on neighbouring land to a proposal.	All development proposals within the Local Development Plan were notified by letter including details of the proposal and where it is located including a map showing the site in question, a description of the proposal, where the proposal can be viewed, the period within which the plan is available for inspection and details of how to make representation.

3.3 Additional awareness raising

- 3.3.1 The next section of this report provides an overview of what was done to meet the above requirements as well as additional consultation that was done to ensure the Council went above and beyond the minimum requirements as demonstrated through the Statement of Conformity.

3.4 Media

- 3.4.1 The Council's Media Team provided a co-ordinated approach using various channels to raise awareness and update the community on the Proposed Plan. These included public events, press releases, e-mail news bulletins/alerts, leaflets through school bags and Twitter.
- 3.4.2 In addition to formal press releases, 6 articles appeared in Council, public and staff publications as well as Community newsletters/publications, they included: Perth and Kinross News (2011 Winter edition), Inside News (2011 Winter edition), February 2012 editions of Breadalbane Quair, Comrie and Crieff Quair, Coupar Angus CAN do, NewsRoundNorth and Kinross Community Council Newsletter. These articles helped to raise awareness of the publication of the Proposed Plan and supporting documents, where they were available to view, how to make representation and the representation period.

3.5 Public Information Events

- 3.5.1 A Perth & Kinross Council staff event was held on 9 February 2012 which included exhibition material and an opportunity to discuss the plan with Planning Officers.
- 3.5.2 Thirteen public information events were held within the Council area with over 1300 members of the public attending. The first event was held on Saturday 11 February at Perth Concert Hall and the final one on Wednesday 14 March at the Loch Leven Community Campus in Kinross. A full list of dates, and attendance can be found in Annex 4 of the Statement of Conformity. These events sought to provide the public with an opportunity to discuss the Proposed Plan with Officers. Council Officers distributed posters and leaflets throughout the area (full list of locations can be found in Annex 5 of the Statement of Conformity). In addition leaflets and posters were also distributed to all Community Councils within the area.
- 3.5.3 Prior to the publication of the plan a training session was organised for Community Councils to explain the Proposed Plan and the representation process would be carried out. 32 Community Councillors representing 22 Community Councils attended this session. In addition Planning Aid for Scotland held a session with Community Councillors to assist them to make effective representation on the Proposed Plan.

3.6 Submission of Representations

3.6.1 In order to submit representations, the Council provided various methods in which to do so including:

- Online Local Development Plan system (OLDP).
- Representation form which was available to submit online or downloaded and submitted by e-mail to a dedicated Development Plan e-mail address or by post,
- E-mail or written correspondence

3.6.2 Electronic communications were the favoured method of representation due to the time saved in receiving them.

3.6.3 Perth and Kinross Council is one of the first Councils to use the OLDP and despite robust testing of the system at the beginning of the period of representation there was an issue which was resolved as quickly as possible to allow the OLDP to be accessed for the rest of the representation period. During this time the Proposed Plan was still available to download at no charge. In addition an online representation form and a dedicated e-mail address were available for electronic submission.

3.6.4 Issues were also identified with the online representation form which caused some problems associated with the operating system or the browser members of the public were using. Where this was an issue the public got in touch with officers who provided advice in terms of saving the representation form and attaching it to an e-mail for submission. Whilst in some instances this was frustrating for the public the response from the staff in resolving the issue was welcomed by the public and staff were thanked for their assistance. The public were encouraged at events and through the contact details on posters, leaflets and the website to contact the team should they encounter any problems. In some instances this issue was only raised after the deadline for the period of representation.

3.6.5 The Development Plan team recognise that this was an issue and are now taking reasonable steps to ensure that this is not an issue in the future including working alongside the Council's IT team to pinpoint any particular area of concern.

3.6.6 The total number of representations received during this period was 1526. These representations were received in various formats. Over 70% were received electronically.

3.7 Consultation Feedback

3.7.1 During and following the period of representation an online survey allowed participants to make comments on the methods used to raise awareness of the Proposed Plan and the content, staffing and material used at the information events. The key points were:-

- It is essential to continue to use a variety of methods to publicise the Plan
- The majority considered the exhibition material to be of excellent or good quality
- Staff were found to be pleasant, approachable, informed and friendly

3.7.2 A summary of the report is attached to this report as Appendix 2.

3.7.3 The following highlights issues identified and raised at the Proposed Plan stage and should be addressed for future LDP preparations:

- Confusion with regards to the status of the Proposed Plan as the settled view of the Council, is as there was a presumption that it was a Draft Plan
- Despite advice not to leave representations to the last minute there is still a tendency to do so. This is an issue frequently experienced and needs further consideration on how this could be addressed
- Petitions received do not identify the contact details of each signatory and therefore are treated as one representation
- It was recognised that community newsletters are a more cost effective method of raising awareness ranging from free to about £100. By comparison statutory notices can cost up to £900.

3.8 Statement of Conformity with the Participation Statement

3.8.1 The Participation Statement within the Development Plan Scheme was updated to be published with the publication of the Proposed Local Development Plan. The content of the Participation Statement reflects the statutory requirements indicated above. In order to demonstrate that the requirements had been met a Statement of Conformity has been prepared to be submitted to the Reporter prior to the examination of the plan.

3.8.2 The Statement of Conformity sets out the details as provided above in a formal report and is attached as Appendix 1 of this report.

4. CONSULTATION

4.1 The Head of Legal Services, the Head of Democratic Services and the Head of Finance have been consulted in the preparation of this report.

5. RESOURCE IMPLICATIONS

5.1 The cost of undertaking the various engagement methods mentioned in this report were met from the existing 2012/13 Strategy and Policy Revenue Budget.

6. COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

6.1 The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. This report impacts on the following:-

- (iv) Educated, Responsible and Informed Citizens
- (v) Confident, Active and Inclusive Communities

7. EQUALITIES IMPACT ASSESSMENT (EqIA)

- 7.1 An equality impact assessment needs to be carried out for functions, policies, procedures or strategies in relation to race, gender and disability and other relevant protected characteristics. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new and existing policies.
- i) The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Impact Assessment process (EqIA) as part of the preparation of the Proposed Local Development Plan and was submitted as part of Report 12/5 of the Special Council meeting on 10th January 2012 which is still relevant to this report.

8. STRATEGIC ENVIRONMENTAL ASSESSMENT

- 8.1 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).
- 8.2 However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report and the Committee whilst it is being requested to approve an action, this action is in relation to a consultation process and has no impact on the effect on the environment.

9. CONCLUSION

- 9.1 The period of representation on the Proposed Plan provided an opportunity for the Council to raise awareness of the Council's settled view to the final adopted Local Development Plan and to allow a period of representation for Statutory Consultees, Key Agencies and interested parties including the public to respond to the content of the plan. In addition to the Council's positive response to fulfil the statutory requirements, it also went above and beyond its own Participation Statement to ensure that as many interested parties had the opportunity to respond.

**JIM VALENTINE
EXECUTIVE DIRECTOR (ENVIRONMENT)**

Note:

The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above report.

1. Planning etc (Scotland) Act 2006.
2. The Town and Country Planning (Development Planning) (Scotland) Regulations 2008.
3. Perth and Kinross Development Plan Scheme January 2011.
4. Perth and Kinross Council Committee Report 12/5 : Proposed Local Development Plan 10th January 2012.
5. Minutes of Perth & Kinross Council Special Council Meeting 10 January 2012.

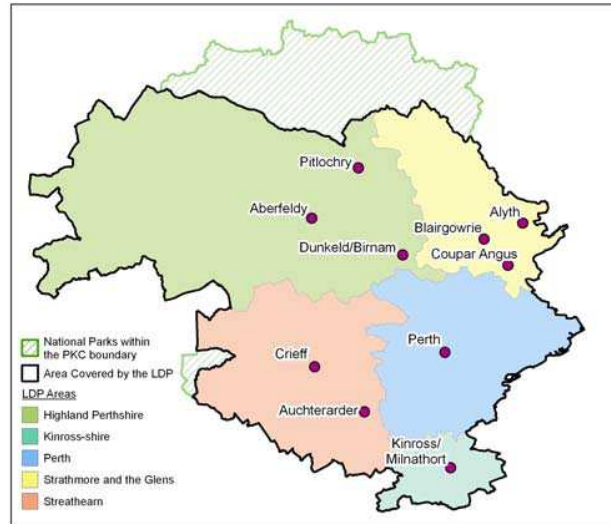
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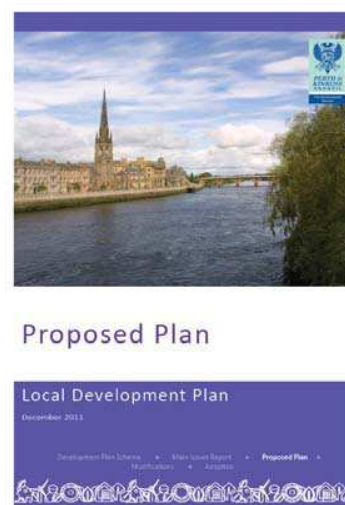
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Appendix 1



Report on Conformity with Participation Statement

November 2012



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1. Overview

Perth & Kinross Council has and continues to ensure that participation is a top priority at each stage in the plan making process and that the initial requirements set out within the Participation Statement have been conformed with. The participation Statement is contained within the Development Plan Scheme published in January 2012.

The table, in section 5 below, highlights the level of participation set out within the Participation Statement and in the subsequent column, the actions Perth & Kinross Council have completed to conform to this. The range of stakeholders consulted is highlighted clearly.

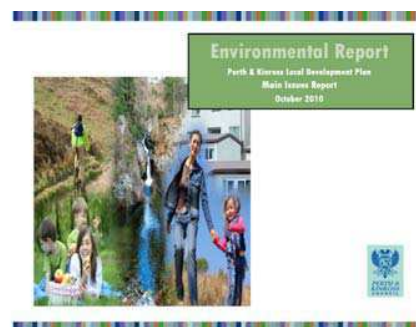
2. Purpose

The Statement of Conformity has been prepared to meet Section 18 (4)(a)(i) of The Planning etc (Scotland) Act 2006 which requires Planning Authority's to submit a report on the extent the authority has consulted and involved the wider public and how the authority has conformed with the current Participation Statement. Section 19(5) of the same Act requires the appointed person to firstly examine that the authority has conformed with the Participation Statement as respects the Proposed Plan.

The current Participation Statement (January 2012) sets out when, who, how and why we have consulted and engaged at the various stages of the preparation of the Local Development Plan. The statutory assessments undertaken at both the Main Issues and Proposed Plan stages have been considered to illustrate how these aspects were fed into the overall participation process. These statutory assessments included the:

Strategic Environmental Assessment (SEA)

The SEA is a legal requirement under The Environmental Assessment (Scotland) Act 2005. An Environmental Report was prepared alongside the Main Issues Report for consultation in September 2010 and assessed the main issues and site options which were introduced in the Main Issues Report. Following consultation and in the preparation of the Proposed Plan mitigation was prepared in an Addendum published alongside the Proposed Plan. www.pkc.gov.uk/ProposedLDP





Habitats Regulations Appraisal (HRA)

An HRA was prepared in accordance with the European Habitats and Birds Directive and used to screen the impact of the policies and proposals within the Plan. An Appropriate Assessment was carried out to assess the impact of the Plan.

EqIA

An EqIA was carried out for the Main Issues Report and Proposed Plan to assess the impact of the policies within the plan and to help identify those groups who do not traditionally get involved within the Development Plan process. The Assessment identified what actions need to be taken to retain identified positive impacts and mitigation to address negative impacts of the plan on the identified groups.

www.pkc.gov.uk/MainIssuesReport



3. Perth & Kinross Proposed Local Development Plan (LDP) Participation Commitment

Perth & Kinross Council has committed to give interested parties and residents the opportunity to engage in the future planning of the area. Planning Aid Scotland's SP=EED: Scottish Planning = Effective Engagement and Delivery' reflects the National Standards for Community Engagement and has been used as a practical guide to engage with the public and communities.

4. Conformity with Participation Statement: Proposed Plan

Participation Statement stage 4: Proposed Local Development Plan

Participation Statement 2012	What we did
Formally Advertise in local press and on internet	<p>A public notice was placed in The Courier on 30th January 2012 (date of publication). The Local Development Plan webpage was updated to provide details of the Proposed Plan and Period of Representation which ran from 30th January 2012 for 10 weeks until Tuesday 10th April 2012.</p> <p>Additional notice put in Perthshire Advertiser to indicate that the Proposed Plan had been published and advised of the upcoming public events.</p> <p>An advert was also printed in Perth & Kinross Council's 'Inside News' staff magazine in March 2012 (Image 1).</p> <div data-bbox="1294 689 1946 1072" data-label="Image"> </div> <p style="text-align: right;">Image 1: 'Inside News'</p>
Copies of the Proposed Plan on the Perth & Kinross Council website and for reference in all public libraries and Council Offices in the area	<p>The Proposed plan was published on the website on 30th January 2012, www.pkc.gov.uk/ProposedLDP. Copies of the Plan were sent to all libraries and council offices on 27th January 2012.</p>
Identify from Equalities Impact Assessment (EqIA) how the Plan's various plans and policies	<p>An Equalities Impact Assessment was carried out to look at how the Plan's various policies and proposals may affect different groups of people across PKC including those who do not</p>

Participation Statement 2012	What we did
<p>may affect different groups of people.</p>	<p>traditionally get involved. The following outcomes were identified through the assessment:</p> <ul style="list-style-type: none"> - Provision of Affordable Housing through implementation of Policy RD4 and corresponding Supplementary Guidance. - Recognises the need for provision of Gypsy/Traveller sites through Policy RD5. - Recognises varying housing needs through Policy RD8 Particular Needs Housing and Accommodation. <p>The LDPs primary function is a land use document to guide development, the implementation of which is not determined by a person's race, gender, disability or other protected characteristic. The plan seeks to have a positive or neutral impact in terms of equality.</p> <p>Various groups that were contacted through the preparation of the MIR were contacted in the same manner as the rest of the population including a letter/e-mail to those who made representation on the MIR and/or where on the Consultation database. They were informed that information was available on the website, at local offices, through the Online Local Development Plan, Public Information Events which were advertised in the local press, community newsletters, e-mails, posters and leaflets and updates through the Council's Twitter account.</p>

Participation Statement 2012	What we did														
Send e-bulletin/letter to all interested parties	<p>All those who made representation on the MIR, on our Consultation database and interested parties were formally notified either by letter or e-mail.</p> <p>Co-ordinated approach by Council's Media Team using a number of methods to raise awareness and update the community on the Proposed Plan publication and public events using press releases, e-mail news bulletins, leaflets through school bag drops to 9000+ primary school pupils and Twitter.</p> <p>In addition various Community newsletters and websites included articles that helped raise awareness of the Proposed Plan, the corresponding period of representation and events that were happening in their local area as detailed below:</p> <table> <tr> <th>Publication</th><th>Edition</th></tr> <tr> <td>Perth and Kinross News</td><td>Winter 2011</td></tr> <tr> <td>Inside News</td><td>Winter 2011</td></tr> <tr> <td>Breadalbane Quair</td><td>February 2012</td></tr> <tr> <td>Comrie and Crieff Quair</td><td>February 2012</td></tr> <tr> <td>Coupar Angus CAN do</td><td>February 2012</td></tr> <tr> <td>NewsRoundNorth</td><td>February 2012</td></tr> </table>	Publication	Edition	Perth and Kinross News	Winter 2011	Inside News	Winter 2011	Breadalbane Quair	February 2012	Comrie and Crieff Quair	February 2012	Coupar Angus CAN do	February 2012	NewsRoundNorth	February 2012
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NewsRoundNorth	February 2012														
Formal consultation with Scottish Ministers and Key Agencies	Scottish Ministers and appropriate Key Agencies were consulted on 27 th January 2012.														
Formal notification of publication of Proposed Plan to owner, lessee or occupier on a site or on neighbouring land to a proposal	Using Schedule 2 of the Regulations Formal Notification of publication of the Proposed Local Development Plan was sent to owners, lessees or occupier on a site or on a neighbouring land to a proposal. All development proposals within the Local Development Plan were notified upon.														

Participation Statement 2012	What we did
<p>Public Information Events and briefing sessions with Community Councils</p>	<p>On the 9th February a staff event was held at the Council Office (Pullar House, Perth) which included exhibition material and an opportunity to discuss the plan with Planning Officers.</p> <p>13 public information events were held providing the public an opportunity to view exhibition material relevant to their area as well as an opportunity to discuss the Proposed Plan with Officers – not only concerns and issues, but opportunities for clarification and guidance on how to make an effective representation to the Proposed Plan. Events were held during weekdays, evenings and weekends to ensure that as wide a range of people could attend. A poster/leaflet (Annex 3) was published to provide more information on these events and distributed throughout the area by Council officers (see Annex 5 for a full list of locations). Copies of the posters/leaflets were circulated to all Community Councils.).</p> <p>The events were attended by over 1300 members of the public with details of attendance shown in Annex 4.</p> <p>The details of the events was also published on the Council's website and through community newsletters.</p> <p>Prior to the publication of the Proposed Plan and period of representation a briefing session was held for Community Council representatives on Saturday 21st January at AK Bell Library (Annex 2) to explain the Proposed Plan and the representation process, looking at how and if Community Councils could get involved in awareness raising and assisting at events. In addition guidance was given on how to make a representation. 32 Community Councillors representing 22 Community Councils attended this session.</p> <p>In addition through Planning Aid for Scotland a session was held on Saturday 31st March 2012 to assist Community Councils in making effective representations on the Proposed Plan.</p>

5. Conformity with Participation Statement throughout Plan Preparation

Participation Statement stage 1: DPS and Participation Statement

Stakeholders and Key Agencies were written to on 2nd April 2009 advising them of the publication of the Development Plan Scheme and to seek commitment to timely engagement in the LDP process.

Participation Statement stage 2: Preparation of MIR

Annex 1 to this report sets out the actions taken to conform to the Participation Statement at this stage.

Participation Statement stage 3: Publish MIR

Annex 1 to this report sets out the actions taken to conform to the Participation Statement at this stage.

Participation Statement stage 4: Proposed LDP

Conformity is set out in Section 4 above of this report in relation to the Proposed Plan.

Participation Statement stage 5: Publish Modified Local Development Plan

Section 5 indicates provision for consultation should a Modified LDP is published.

Participation Statement stages 6, 7 and 8: Examination/Post Examination; Adoption of Plan; and Monitoring

All of these stages follow on from the submission of the Proposed Plan to Ministers and are to follow.

Annex 1: Summary of activity undertaken during the Main Issues Report Consultation

Participation Statement stage 2: Preparation of Main Issues Report

Participation Statement 2012	What we did
Press release, article in Perth & Kinross News (Council Newsletter) to raise awareness of intention to start LDP process	A press release was prepared on 22 nd April 2009 and displayed in The Courier and Perthshire Advertiser.
LDP webpage provides relevant information, links and updates throughout the process	The LDP webpage, www.pkc.gov.uk/ProposedLDP , was updated regularly to highlight the main stages of the plans preparation and details of consultation.
LDP team link with Community Capacity Building colleagues who provide information to key community contacts	A meeting was held with the Community Capacity Team on 23/04/09
Make pre-MIR consultation available online and at Council Office	The pre-MIR consultation was available online and in Council office on 21 st April 2009..
Correspond with Stakeholders and Key Agencies	The stakeholders and key agencies were written to on 21 st April 2009.
Planning Aid Training Events	Planning Aid Training Events were held on Community Engagement in the Planning Process on the following dates and in the following locations <ul style="list-style-type: none"> - 27 February 2010 "Planning for People" at the Crieff Community School from 10am-4pm (general public) - 6 March 2010 "Planning for Community Councils" at the Kinross Community School from 10am – 4pm - 25 August 2010 "Planning to Act at St John's Community Campus 5-9pm (for 13-18 year olds)

Participation Statement stage 3: Publication of Main Issues Report

Participation Statement 2012	What we did
<p>Formally advertise in local press and on website and hold briefings for specific area. Undertake formal consultation with Key Agencies, Stakeholders and the public</p>	<p><u>Statutory Requirements</u></p> <p>In line with the Statutory requirements set out in the Planning etc (Scotland) Act 2006 formal Public Notices were put in the press on 8th October 2010 indicating the start of the MIR and Strategic Environmental Assessment (SEA) Report consultations. The consultations started on the 8th October 2010 and finished on 11th February 2011. The original deadline for the consultation was the 14th January however due to adverse weather conditions experienced during December an extension was granted.</p> <p><u>Press Release/Briefings</u></p> <p>Various press releases were issued by PKC's media team to ensure that the public are kept up to date on what was happening. This started prior to Council approval for the consultation on the MIR with the first release/briefing taking place on 24th September 2010. Following committee on 29th September 2010 a press release quickly followed on 30th September 2010.</p> <p>As indicated above formal notification was given at the start of the process however frequent press releases were issued to keep the public aware of what was happening in their area, with press release targeting local newspapers prior to a drop in event happening.</p> <p>4th October – Blairgowrie and Advertiser and Eastern press 6th October – Strathern Herald and Strathallan News 11th October – All local press invited to a photo call at Kinnoull Primary School to mark the beginning of public consultation drop-in events. 13th October – All local press 18th October – Kinross News article 3rd November – All local press provided with a reminder of events and consultation period 6th November – Kinross News Article</p>

	<p>8th November – All local press regarding transport consultation</p> <p>During the duration of the consultation period the Council homepage had a link to the full article and at the end of the process had a reminder that the consultation deadline was approaching.</p>
Website	<p>The Council has created pages specifically for the MIR consultation with access to downloads of the MIR and it's supporting documents such as the SEA Environmental Report, Site Assessments etc. The website also provides information on where consultation events took place, representation forms for submissions and a questionnaire to seek comments on actual consultation process. The content of the website is updated on a regular basis to ensure that up to date information is provided.</p> <p>Whilst we would encourage where possible that the documents are accessed online, a copy of the MIR and supporting documents were made available to all libraries and local council offices in the PKC area in line with Statutory requirements. All Local Elected Members and Community Councils were sent their own copy.</p>
Online Local Development Plan	<p>Of great importance has been access to the Online Local Development Plan which seeks to allow the public to interact with the document and submit their comments electronically.</p>
Local Development Plan newsletter	<p>The Autumn/Winter edition of the LDP newsletter was circulated to all interested parties on the Consultation database in December and included details of the consultation extension due to the adverse weather conditions experienced.</p>
Perth & Kinross Council newsletter	<p>Articles were placed in Inside News (PKC staff paper) and Perth and Kinross News (Council wide free paper distributed to every home) regarding the consultation. Unfortunately the circulation took place after the consultation events but the articles gave details of what was happening, the deadline for submissions and the link to articles on the website.</p>
Exhibition/drop in sessions and topic workshops to be held across P&K during the first half of the consultation period. Events to be held at different times of day including Saturdays.	<p><u>Awareness raising/Leaflet drops</u> A school bag drop of over 9000+ primary school pupils was carried out at the beginning of the consultation.</p> <p>A number of awareness raising exhibitions were held in supermarkets, shopping centre and community campus events prior to events:</p>

	Date	Location	Venue
	Sat 2 nd Oct	Crieff	Strathearn Community Campus Open Day
	Fri 8 th Oct	Crieff	Co-op
	Sat 9 th Oct	Perth	St John's Shopping Centre
	Sat 9 th Oct	Kinross	Sainsburys
<p><u>Drop-in Events/Exhibitions</u> Starting on Monday 11th October at Kinnoull Primary School, Perth a total of 22 drop-in events were run throughout the PKC area with the final session on Thursday 18th November in Blairgowrie. Posters and leaflets for these events were prepared and circulated at various supermarkets and shopping centres throughout the area as well as through other methods (see below for further information).</p>			
	Date (2010)	Location	
	Mon 11 th Oct	Perth – Kinnoull Primary School	
	Tues 12 th Oct	Coupar Angus – Town Hall	
	Wed 13 th Oct	Scone – Scone Robert Douglas Memorial Institute	
	Thurs 14 th Oct	Stanley – Village Hall	
	Mon 18 th Oct	Kinross – Lochleven Community Campus	
	Tues 19 th Oct	Crieff – Strathearn Community campus	
	Thurs 21 st Oct	Almondbank – Church Hall	
	Sat 23 rd Oct	Perth – AK Bell Library	
	Wed 27 th Oct	Pitlochry – Fishers Hotel	
	Thurs 28 th Oct	Errol – Community Centre	
	Mon 1 st Nov	Comrie – White Church	
	Wed 3 rd Nov	Aberfeldy – Town Hall	
	Thurs 4 th Nov	Kinloch Rannoch – Dunalasdaire Hotel	
	Sat 6 th Nov	Kinross – Loch Leven Community Campus	
	Mon 8 th Nov	Meigle – Kettins and Meigle Parish Church Hall	
	Tues 9 th Nov	Alyth – Town Hall	
	Wed 10 th Nov	Blackford – Moray Institute	
	Thurs 11 th Nov	Perth – National Christian Outreach centre, Glasgow Road	

	Sat 13 th Nov	Auchterarder – School	
	Mon 15 th Nov	Bridge of Earn – Institute	
	Wed 17 th Nov	Dunkeld – Duchass Ann Hall	
	Thurs 18 th Nov	Blairgowrie – St Catherines Church Hall	
	In the majority of cases these events were very well attended, with a steady stream of local residents, businesses and community groups coming along to see what was happening, discussing issues and seeking clarification from officers. The informal setting allowed a positive environment for discussion and debate on various local issues and site specific proposals.		
	<u>Workshops</u>		
	Three topic based workshops were undertaken to allow more detailed discussion with stakeholders and representatives from the communities on key issues identified within the MIR as well as issues raised within the drop-in sessions. These workshops were originally intended for the end of November 2010/beginning of December 2010 however due to adverse weather encountered they took place on the following dates and venues:		
	Workshop Topic	Date	Venue
	Housing and the Economy	Thurs 20 th Jan 2011	Perth Concert Hall
	Rural Issues, Climate Change and Landscape	Sat 22 nd Jan 2011	Perth Concert Hall
Perth Transport Proposals	Tues 25 th Jan 2011	Dewars, Perth	
Additional press release and articles in local newspapers	Various interviews took place, with Councillor Ian Miller on RadioTay, PerthFM and STV.		
	In addition various Community newsletters and websites included articles that helped raise awareness of the MIR and the corresponding consultation. These are detailed below:		
	Publication/Website	Edition	
	Abernyte Community Company	September/October 2010 prior and during consultation	
	Breadalbane Quair	October 2010	
	Comrie & Crieff Quair	October 2010	
	Coupar Angus ‘CAN do’	October 2010	

	<table><tr><td>NewsRoundNorth</td><td>November 2010</td></tr><tr><td>South Perth Community Partnership</td><td>September 2010 newsletter and on website during September and October</td></tr></table>	NewsRoundNorth	November 2010	South Perth Community Partnership	September 2010 newsletter and on website during September and October		
NewsRoundNorth	November 2010						
South Perth Community Partnership	September 2010 newsletter and on website during September and October						
	<p>In order to target some of the main employers in the PKC area, information was posted on the staff intranet of PKC as well as Tayside Police and NHS Tayside.</p> <p>Media screens in various Council buildings advertised the consultation events-each week these would be updated to inform what events were next.</p>						
Letter or e-mail alert to interested parties on consultation database	A letter was sent to all those on the consultation database (made up of over 900 residents, businesses, interested parties who have indicated that they wish to be updated directly).						
Staff available to answer queries during office hours	Throughout the consultation period staff were available within the office to answer any queries regarding the MIR and supporting documents.						
Identify and target priority groups who may be effected by elements of the Plan and arrange specific events to attempt to engage these groups.	<p>An E-blast (e-mail) was sent to all businesses that are on the City centre Management consultation database (approximately 2000 businesses).</p> <p>Prior to the launch of the consultation all Community Councils were approached to assist in the consultation events, through helping to raise awareness and providing assistance at the events. Two training evenings were provided for those who wished to volunteer.</p> <p>The following Community Council's indicated that they would wish to come along to the training events:</p> <table><tr><th>Training Events</th><th>Community Council</th></tr><tr><td>Tues 21st September AK Bell Library, Perth</td><td><ul style="list-style-type: none">• Blackford• Comrie and District• Coupar Angus, Ardler and Bendochy• Earn• Fossoway• Kinross• Milnathort• Muthill & Tullibardine• Portmoak</td></tr><tr><td>Thurs 29th September</td><td><ul style="list-style-type: none">• Aberfeldy</td></tr></table>	Training Events	Community Council	Tues 21 st September AK Bell Library, Perth	<ul style="list-style-type: none">• Blackford• Comrie and District• Coupar Angus, Ardler and Bendochy• Earn• Fossoway• Kinross• Milnathort• Muthill & Tullibardine• Portmoak	Thurs 29 th September	<ul style="list-style-type: none">• Aberfeldy
Training Events	Community Council						
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Thurs 29 th September	<ul style="list-style-type: none">• Aberfeldy						

	<p>Birnam Institute</p> <ul style="list-style-type: none"> • Auchtergaven • Blair Atholl and Struan • Blairgowrie and Rattray • Burrelton and District • Dunkeld and Birnam • Mid Atholl, Strathtay and Grandtully • Milnathort • Kenmore • Pitlochry and Moulin
	<p>A school bag drop (circulation of around 9000 homes) was carried out throughout the whole of the PKC area.</p>
Hold specific events targeted at youths and school age children	<p><u>Young People</u> An exhibition was held at Perth College to raise awareness and engagement with students (and staff).</p> <p>A workshop was carried out with the Pupil Council at Perth High School following the positive feedback received as a result of similar workshop for the TAYplan. The pupils engaged positively in the process.</p> <p>Officer attended the Perth & Kinross Youth Council to raise awareness and discuss the MIR with young people.</p>
Identify 'hard to reach' groups to look at methods of engagement	<p>In conjunction with the MEAD (Minority Ethnic Access Development) project work was carried out with the Chinese Community Lunch Club as well as the Asian Women's group. Both groups showed a great interest in the consultation.</p> <p>As part of the consultation with various minority groups in the area, posters for the events were translated into Cantonese, Polish and Urdu and were circulated by MEAD amongst relevant communities e.g. MEAD office, Polish shops, Mosque.</p> <p>In addition to the above Planning Aid for Scotland has been involved in sessions with Travelling People to look at how a more positive consultation approach could be implemented in the future.</p> <p>- Tuesday 5th October 2010 "Planning Reach Out " event for gypsy travellers at</p>

	Birnam Insitute 10am -12noon - Frriday 8th October 2010 "Planning Reach Out " event for gypsy travellers at The Gateway Centre, North Methven Street, Perth 10am-12noon
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Annex 2: Community Council Briefing Letter

Delayed Office Opening for Employee Training
This Office will be closed from 8.45am – 11.00am on the 1st Thursday of each month

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Planning and Regeneration
Head of Service David Littlejohn

Pullar House 35 Kinnoull Street
Perth PH1 5GD

Contact Development Plan Team

Direct Dial (01738) 475000

E-mail: developmentplan@pkc.gov.uk
www.pkc.gov.uk

Our ref S13/3

Your ref

Date 11th January 201

Dear Community Councillor

Perth and Kinross Local Development Plan – Proposed Plan

On 10th January 2012 the Council approved the Proposed Plan which represents the Council's settled view as to what the final content should be. The Plan is currently undergoing amendments and corrections following the Council meeting.

A formal period of representation on the Proposed Plan will start on the 30th January 2012 and will run for 10 weeks finishing at 4pm on 10th April 2012. During this period of representation a number of public information events will be held throughout the area.

In order to assist Community Councillors the Council will be holding a briefing session on the Proposed Plan on Saturday 21st January from 10am-12pm in the AK Bell Library in Perth. The briefing session is expected to run from 10am until 11am with Officers available until 12pm for further discussion. We would encourage as many Community Councils as possible to be represented at this event and would ask that you contact us by 5pm on Thursday 19th January 2012 to let us know if and who will be attending. Please note a maximum of 2 persons per Community Council to attend due to venue restrictions.

As indicated above the Proposed Plan submitted to Council for approval is undergoing amendments and corrections prior to the formal period of representation, we would therefore ask that you do not use the Council copy in making your representation as this may cause confusion as page and paragraph numbers will change. Each Community Council will be issued with one copy of the Proposed Plan as well as a disk which will contain the Proposed Plan, SEA and other associated documents, prior to the start of the period of representation commencing on the 30th January. In addition further details on the public information events will be provided including leaflets and posters.

Subject to confirmation of venues in some instances the following public events are proposed:

Date	Location	Venue	Timings of Public Events
Saturday 11 th February	Perth	Perth Concert Hall	10am – 3.30pm
Wednesday 15 th February	Coupar Angus	Coupar Angus Town Hall	2pm – 8pm
Saturday 18 th February	Kinross	Loch Leven Community Campus	10am – 3.30pm
Monday 20 th February	Scone	Robert Douglas Memorial Institute	2pm – 8pm
Tuesday 21 st February	Crieff	Strathearn Community Campus	2pm – 8pm
Wednesday 22 nd February	Perth	Glenearn Community Campus	2pm – 8pm
Saturday 25 th February	Pitlochry	Town Hall	10am – 3.30pm
Monday 27 th February	Blairgowrie	Blairgowrie Community Campus	2pm – 8pm
Saturday 3 rd March	Aberfeldy	Breadalbane Community Campus	10am – 3.30pm
Tuesday 6 th March	Meikle	Meikle & Kettins Parish Church Hall	5pm – 8pm
Saturday 10 th March	Auchterarder	Community School	10am – 3.30pm
Wednesday 14 th March	Kinross	Loch Leven Community Campus	2pm – 8pm
TBC	Luncarty	TBC	TBC

Details of the public events will be advertised in the local press, community newsletters, school bag drops, and on the Council website. All who made representation on the Main Issues Report and all on the Consultation database will be contacted directly informing them of the period of representation, public events and how they can make representation. In addition the Council will issue formal Neighbour Notification on all proposals within the plan.

In order to ensure that Community Councils are made fully aware of this event a copy of this letter has been sent by mail as well as e-mail where provided to the appropriate Community council representative as well as the Planning representative, therefore we would apologise if you receive this correspondence in several formats.

I trust that the above is helpful and look forward to hearing from you with regards to the briefing session.

Yours sincerely



Peter Marshall, Planning & Sustainable Development Manager

Annex 3: Proposed Plan Period of Representations information events poster

Local Development Plan

Proposed Plan Period of representation

Perth & Kinross Council has considered the comments made in response to the Main Issues Report and as part of the Local Development Plan process has now published the Proposed Plan, which sets out the Council's settled view on what the final content of the Plan should be.

A period of representation will be held from 30th January until 4pm on 10th April 2012 providing a final opportunity to consider the proposals and make your views known on whether you wish to see any changes to the Plan.

The Proposed Plan can be viewed online at
www.pkc.gov.uk/ProposedLDP.

Copies can also be viewed in local area offices, Pullar House and public libraries/community campuses.

As part of the period of representation the Council will be running information events (see overleaf) for any interested parties to come and look at display material and speak to members of staff. Unmanned information displays will be provided in various locations and a couple of drop-in sessions will take place. Details of both of these will be provided online.

**Come along to one or more of the organised information events
See overleaf for details**

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting Tes Equalities on 01738 476556/476407.



Council Text Phone Number 01738 442573

All Council Services can offer a telephone translation facility



www.pkc.gov.uk/ProposedLDP

Annex 4: Public Information Events - times, locations and attendance

Date	Location	Venue	Time	Attendance
Thursday 9 th February	Perth	Pullar House (PKC staff event)	10am – 4pm	14
Saturday 11 th February	Perth	Perth Concert Hall	10am – 3.30pm	93
Wednesday 15 th February	Coupar Angus	Coupar Angus Town Hall	2pm – 8pm	78
Saturday 18 th February	Kinross	Loch Leven Community Campus	10am – 3.30pm	118
Monday 20 th February	Scone	Robert Douglas Memorial Institute	2pm – 8pm	271
Tuesday 21 st February	Crieff	Strathearn Community Campus	2pm – 8pm	82
Wednesday 22 nd February	Perth	Glenearn Community Campus	2pm – 8pm	34
Saturday 25 th February	Pitlochry	Town Hall	10am – 3.30pm	137
Monday 27 th February	Blairgowrie	Blairgowrie Community Campus	2pm – 8pm	167
Saturday 3 rd March	Aberfeldy	Breadalbane Community Campus	10am – 3.30pm	59
Tuesday 6 th March	Meikle	Meikle & Kettins Parish Church Hall	5pm – 8pm	25
Wednesday 7 th March	Luncarty	Luncarty Village Hall	2pm – 7.30pm	85
Saturday 10 th March	Auchterarder	Community School	10am – 3.30pm	60
Wednesday 14 th March	Kinross	Loch Leven Community Campus	2pm – 8pm	151

Annex 5: List of locations posters/leaflets distributed by Council Officers

Perth (16/02/12 Perth to Dunning)

Settlement	Location
Scone	Robert Douglas Memorial Institute ext. notice board at front door
Scone	Post Office int. notice board
Stormontfield	Village Hall ext. notice board
Burrelton(14/02/12)	Post Office
Woodside (14/02/12)	Village Hall notice board
Guildtown	Village Hall ext. notice board
Wolfhill	Village Hall ext. notice board
St Martin's	Post box on pole
Balbeggie	Village Hall ext. notice board
Kinrossie	Bus shelter ext. notice board
Abernyte	Primary School ext. notice board
Kingoodie	Bus stop ext. notice board
Invergowrie	Post Office window notice board
Invergowrie	Church ext. notice board
Longforgan	Primary School ext. notice board
Inchtute	Village Hall ext. notice board
Errol Grange	Post box notice board
Errol	Notice board outside Old Smiddy pub (key held in Spar shop)
St Madoes	Village Shop ext. notice board
Walnut Grove	Post box on pole
Bridge of Earn	Bridge of Earn Institute ext. notice board
Dunning	Notice board (key held in Nisa Shop across the road)

Perth (16/02/12 Perth south)

Settlement	Location
Abernethy	Main Street Notice Board
Aberargie	Notice board
Glenfarg	School
Forgandenny	Shop
Forteviot	School
Craigie Cross	Tower bakery

Perth (28 Feb 12 Perth north)

Settlement	Location
Methven	Post office
Almondbank	Bridgend stores & Notice board
Pticairngreen	Notice Board on tree in green
Luncarty	PO/Shop
Stanley	PO/Shop
Bankfoot	PO/Shop
Bankfoot	New church centre

Highland (22/02/12)

Settlement	Location
Ballinluig	Post Office – outside notice board *note – already had leaflets
Croftinloan/Ballyoukan	Beside phone box
Pitlochry	Notice board opp Fishers Hotel Notice board outside town hall (taped to outside) Left leaflets in the leisure centre and put poster up on notice board Moulin - notice board

	Post Office – CC had own notice but left leaflets and poster Library – notice board and left leaflets
Fincastle	Notice board
Kinloch Rannoch	Post office/local shop
Keltneyburn	Notice board beside phone box
Fortingall	Notice board (roadside beside hotel)
Fearnan	Notice board at village hall Notice board (Lochside beside post office)
Kenmore	Post Office/local shop Village notice board
Acharn	Village notice board
Dull	Village notice board beside post box
Weem	Community Council notice board
Aberfeldy	Watermill – bookshop/café Premier convenience store Tourist info/Locus Centre (will put poster in square notice board) Co-op – community notice board
Little Ballinluig	Village notice board *already had leaflets pinned up
Grandtully	Notice board by bridge *already had events poster up
Strathtay	Post office/village shop *note already had leaflets
Balnaguard	Notice board by bus stop
Logierait	Bus stop
Birnam	Bus stops (in front and opposite hotel) Institute – poster on notice board and handed in leaflets
Dunkeld	Notice board – east fo bridge Duchass Anne notice board (locked so put on outside)
Butterstone	Village notice board

Murthly	Town hall – notice board Village shop – notice board
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Kinross (16/02/12)

Settlement	Location
Crook of Devon	At the Institute and outside the village shop on the Community Council Notice Board * both of these notice boards were locked so stuck the posters to the outside.
Rumbling Bridge	Community Notice Board * stuck to the outside as it was locked
Powmill	Notice Board outside the village store
Blairingone	Village Notice Board
Cleish	Village Notice Board
Kinneswood	Village Notice Board *already had photocopies of the event leaflet in place on the Village Notice Boards.
Milnathort	Town Hall external notice board
Scotlandwell	*already had photocopies of the event leaflet in place on the Village Notice Boards.
Easter Balgedie	*already had photocopies of the event leaflet in place on the Village Notice Boards.

Strathearn (16/02/12)

Settlement	Location
Auchterarder	Library
Auchterarder	Aytoun Hall ext. notice board (key held by Janitor)
Auchterarder	Post Office

Auchterarder	Co-op store
Aberuthven	Village Hall notice board
Blackford	Village Hall notice board
Blackford	Post Office
Braco	Village notice board (key held at shop/Post Office)
Comrie	Library
Comrie	2x notice boards (one of which needs key from shop/post office across road)
Crieff	PKC area office
Crieff	Post Office
Crieff	Co-op store
Crieff	Community Campus Library
Madderty/St David's	Madderty Hall notice board inside building
Fowlis Wester	Village notice board

Strathmore and Glens (14/02/12)

Settlement	Location
Alyth	Post Office window notice board *locked community notice board – key holder shop shut
Ardler	Bus stop opposite Church street
Blairgowrie	Co-op/post office – community notice board
	Tourist Information – town square notice board
Bridge of Cally	Post Office and Community notice board at Post Office
Campmuir	Village notice board
Carsie	Bus shelter
Coupar Angus	Town hall – notice board inside and outside
	Post office/Scot-mid – outside notice board
Craigie	Post box at entrance to village
Caputh	Community notice board opposite play park

Kettins	Village notice board
Kinloch	Bus shelter opposite Marlee Gardens
Kirkmichael	Community notice board beside Session House.
	Village shop and café
Meigle	Spar external notice board
Meiklour	Village notice board at old post house
Ratray	Community Hall
Spittalfield	Notice board at shop opposite square

Appendix 2

Summary of Proposed Plan Consultation Evaluation

Total responses – 24

Awareness Raising and Staff

How did you come into contact with us?

Response	Number
Phone Call	0
E-mail	2
Attended an event	17
Meeting at a Council office	2
Letter	3

How useful was the information you were given?

Response	Number
Very useful	8
Useful	14
Not useful	2

How would you rate the knowledge of the staff you dealt with of the subject?

Response	Number
Very knowledgeable	6
Adequate knowledgeable	13
Not knowledgeable	5

Do you feel the staff understood what you were saying?

Response	Number
Yes	11
Somewhat	9
No	3

Public Information Events

What did you think of the quality of the information provided?

Response	Number
Excellent quality	5
Good quality	13
Poor quality	6

What did you think about the amount of information provided?

Response	Number
Too much information	2
Enough information	14
Not enough information	7

Was the information provided easy for you to understand?

Response	Number
Too complicated	2
Easy to understand	17
Overly simplified – I would have liked more detail	5

Did you attend one of the Information Events or drop In Sessions on the Proposed Plan?

Response	Number
Yes	19
No	5

What is your opinion on the location of the venue for the event?

Response	Number
Accessible location	10
Location difficult to get to	3
Venue well known in the community	12
Venue liked by the community	4
Venue unpopular with the community	1
Excellent venue	2
Suitable venue	10
Unsuitable venue	3

Is there anything that would have encouraged you to attend the event?

Response	Number
Childcare	1
Event held at the same time as another community event	2
Refreshments	2
Other	5

Where did you hear about the event?

Response	Number
Letter	5
Poster	1
Newspaper	5
Newsletter	3
Website	4
Word of mouth	5
Email	5
Text	0
Radio	0
Phone call	0
Leaflet	2
Walked past	0
Other	3

How good was the publicity?

Response	Number
Good quality	2
Average quality	12
Poor quality	4
Too much publicity	0
Enough publicity	3
Not enough publicity	2

Please tell us how you found the staff you dealt with. The staff were....

Response	Number
Pleasant	13
Unpleasant	0
Approachable	9
Not approachable	2
Informed	6
Friendly	9
Unfriendly	0
Other	5

Equalities Information

What is your sex?

Response	Number
Male	17
Female	6
Transgender	1

What is your age?

Response	Number
18 or under	0
19 - 25	0
26 – 40	3
41 – 60	12
61 – 69	7
70+	2

How would you describe your national identity?

Response	Number
Scottish	19
English	0
British	6
Polish	0
Indian	1
Other	3

Do you have a disability?

Response	Number
Yes	3
No	21

What category is your occupation or former occupation?

Response	Number
Professional and Middle Manager	23
Other non manual	0
Skilled manual	0
Semi/unskilled manual	0
Other	1