Cairngorms National Park Authority
Proposed Local Development Plan
Statement of Consultation

# December 2013

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#### 1. Introduction

The Cairngorms Local Development Plan commenced preparation in 2009, before the adoption of the current Cairngorms Local Plan. Throughout the process the Authority has sought to engage with the widest range of stakeholders, interested parties and local residents. We have focused on ensuring that those people who may wish to comment or get involved in the process of plan preparation have had the opportunity to do so and have been able to get access to information to on when and how to get involved in the process.

A key difference between this Local Development Plan and the previous Local Plan is the improved used of web based tools to present the information. Throughout the plan making process, information has been presented both in hard copy and on our website, to make sure those unable to access local information points can view the information and make their comments. We have tailored our approach to the needs of our communities and have also focused on locally lead engagement meetings, which are popular with residents and allow people to make their views know in a public forum. These traditional methods are still considered by us to provide the cornerstone of our engagement with residents of the Park.

This report highlights key aspects of the publicity and consultation activities associated with the Local Development Plan and in doing so provides the statutory report of conformity with the participation statement as stated in the Development Plan Scheme. Throughout the Plan preparation process the consultation requirements for the Plan and all associated documents were held concurrently, therefore any reference within this document to Local Development Plan also serves to cover processes such as the Strategic Environmental Assessment / Environment Report consultations.

For more information, please contact: Local Development Plans Team Cairngorms National Park Authority Albert Memorial Hall Station Square Ballater AB35 5QB

# 2. Statement of Conformity with Participation Statement

Notice with regard to Section 19(4) of the Town and Country Planning (Scotland) Act 1997 (as amended) Statement on Conformity with Participation Statement

The following is the participation statement as published in the April 2013 Development Plan Scheme

# The CNPA participation statement: how we will engage others in the process of producing the Local Development Plan

The CNPA recognises the vital role that communities play in delivering and implementing the Local Development Plan and the aims of the Cairngorms National Park. It is therefore important to place a strong emphasis on actively engaging with communities within the National Park, in an open and transparent way. Effective engagement is essential, it allows people to be involved in the long-term changes that affect the places they live and work in. It is important that the public is involved in the preparation of the Local Development Plan as it affects everyone in the National Park, including its residents, visitors, businesses, landowners and developers. The work on the Local Development Plan is not carried out in isolation – links are made to many other plans, including local community plans, partner strategies etc. Nor is it prepared by us alone. We work with partner organisations in the public, private and voluntary sectors. In particular, we make links with the Community Planning Partnerships in the Park, and work with our local authorities to ensure our statutory roles and responsibilities link well together.

We also work closely with Inclusive Cairngorms and other advisory forums to ensure we gain the input and engagement of a wide variety of individuals and organisations with an interest in the National Park.

This will help us to identify and address the barriers that prevent people from getting involved in the planning process.

The CNPA board has agreed standards which are based on the National Standards for Community engagement, and these can be viewed at:

www.cairngorms.co.uk/cnpaservices/consultations

This means we are committed to involving communities (both geographical and of interest) in all stages of the formulation of the Local Development Plan, including preparing for any engagement, the engagement itself, and the implementation of identified actions. The production of the Local Development Plan is only one part of this ongoing commitment and work of the CNPA.

We recognise the importance of ensuring clear messages are given to all interested parties at various stages in the Plan process. We will ensure that everyone understands how and when they can get involved, and what is expected of them at each stage in the process.

## How and when to get involved – discussion and engagement

## **General Principles:**

- 1The CNPA will ensure people and communities are aware of the process and the opportunities to make representations to the proposed Local Development Plan. We will distribute information, in council offices, National Park Authority offices, and will also disseminate information through Community Councils, our Community Liaison Officers and any other community planning networks.
- 2 The CNPA will widely encourage involvement through the use of e-participation and eplanning systems. We will publish information on the CNPA website and publicise the consultation process through the local media, newspaper adverts and articles.
- 3 The CNPA will produce documents which are accessible, transparent and written in plain English, using jargon-free language which avoids technical terms.
- 4 The CNPA will publish an updated Development Plan Scheme every year, setting out how and when people can get involved in the preparation process.
- 5 Add your name to the CNPA's Local Development Plan consultee database, to ensure that you are kept up-to-date with the ongoing process of engagement.

Cairngorms National Park Authority has reviewed it's participation activities over the Proposed Plan preparation period. It is satisfied that it has met the requirements as set out in the participation statement.

No representations have been received with regard to the participation statement or the Development Plan Scheme. Two representations have been received regarding the consultation process, one raising issues over the volume of consultation and engagement, the other that the process has been inadequate. These are formally considered in the CNPA response to representations received templates. CNPA do not agree that the process has been flawed, and sets out below a summary of the procedures followed and timeline of key activities.

The following timeline details the key activities undertaken to develop and publish the proposed Local Development Plan.

2009	16/4/09	Publication of Development Plan Scheme
2010	29/3/10	Publication of Development Plan Scheme
	29/4/10	Call for Sites consultation commence
2011	6/1/11	Pre consultation with key stakeholders commence
	4/4/11	Publication of Development Plan Scheme
	19/9/11	Consultation on Main Issues commence
	5/10/11	Community engagement meetings commence
2012	8/3/12	Publication of Development Plan Scheme
	15/3/12	Results of MIR consultation reported to Planning Committee

# CAIRNGORMS NATIONAL PARK AUTHORITY Paper 1 6<sup>th</sup> December 2013

Appendix 1

	11/6/12	Informal consultation on settlement maps commence
2013	15/4/13	Proposed Local Development Plan consultation commence
	15/4/13	Publication of Development Plan Scheme
	5/7/13	Close of consultation on Proposed Local Development Plan

# 3. Participation Activity

## **Development Plan Scheme**

As required by the Town and Country Planning (Scotland) Act 1997, Cairngorms National Park Authority as planning authority has produced a Development Plan Scheme annually since 2009. The content of the Development Plan Scheme (DPS) is largely general in nature, to provide an overview of the plan preparation process.

It contains a participation statement which includes encouragement to readers to contact the authority or visit the website for more detailed information. The documents have contained the following information:

- A map showing the extent of the area covered by the Local Development Plan
- An outline of the processes involved in preparing a Local Development Plan
- An explanation of the relationship between the current Local Plans and future Local Development Plan
- An explanation of the relationship of the Local Development Plan with other Plans
- A participation statement and instructions on how to make representations.
- A timetable, specifically indicating key dates for publications and consultations
- An introduction to Strategic Environmental Assessment
- An outline of the Supplementary Guidance which will accompany the Local Development Plan
- A guide to planning documents
- Advice on how to receive the document in alternative formats such as large print

There has been an effort to ensure that each subsequent DPS is similar in format and content to aid its legibility. Development Plan Schemes have been produced each Spring and approved by the Authority, following which they have been posted on the Authority's website and sent to Scottish Government.

Each edition of the Development Plan Scheme has included a participation statement and included information about the format of both upcoming consultation periods and past consultations.

#### **Contact Methods**

In deciding on the consultation methods to use, the Cairngorms National Park Authority considered tried and trusted methods used in the past five years, as well as new and innovative methods of reaching more successfully into communities to engage with those groups and individuals who we have found it difficult to reach in the past.

In addition, web based information was considered to be key to reaching the widest audience, with social media used to highlight key stages and parts of the process.

#### **Joint Consultation methods**

To focus engagement with communities and stakeholders, the Cairngorms National Park Authority decided to combine the first stages of work to prepare the Local Development Plan with work to review the National Park Partnership Plan. The National Park Partnership Plan sets out how the four aims of the National Park will be delivered and provides the long term vision and strategy for the Cairngorms National

Park. The Local Development Plan helps delivery the National Park Partnership Plan and joint engagement to develop these two key plans in tandem allowed for improved understanding on how the plans fit together.

Joint engagement also allowed more targeted engagement with partners, who could clearly understand how the Local Development Plan would help to deliver the National Park Partnership Plan.

## **Cairngorms National Park Website:**

Intended as our central portal for communication, the Cairngorms National Park Authority website has been used to host all documentation relating to the Local Development Plan process.

Since 2009 a specific web page dedicated to the Local Development Plan has been in use. To avoid confusion this has been separated from the ongoing work on the adopted Local Plan which remains a focus of some activity with ongoing court challenges and associated updated information and press releases.

At key stages in the process the home page of the website cairngorms.co.uk has included a button to take the reader directly to the local development plan page for key pieces of information on consultation processes. Key content for the site has included the most recent Development Plan Scheme, Main Issues Report, Evidence reports, the Environmental Report, information on forthcoming consultation arrangements and updates on the results of past consultation phases. The website also provides contact details for those who wish to make contact with staff.

The Authority has fully embraced the use of the On Line Development Plan tool promoted by Scottish Government and has placed the relevant information for each stage of the process online using this interactive method for consultation. Response levels have been low using this method, but the Authority remains committed to its use and will continue to support this form of consultation in the future.

#### **Email Systems:**

Since late 2009 a dedicated email address has been in existence, localplan@cairngorms.co.uk the purpose of which is twofold:

- To provide a single point of contact for the Local Development Plan
- To provide a portal by which people could register for, and be advised of key stages in the plan.

## Formal Deposit Locations:

The National Park covers a wide area and comprises parts of five Local Authorities. Covering this area, the Authority operates two offices, the main in Grantown on Spey, and a second office in Ballater. As such it was accepted by the Authority that it should make best use of service points and Local Authority accommodation in and close to the Park to disseminate information. The following points of contact were used to place all information for each stage of the process:

# **Cairngorms National Park Authority offices**

- 14 The Square, Grantown-on-Spey PH26 3HG
- Planning Office, Albert Memorial Hall, Station Square, Ballater AB35 5QB

#### **Local libraries**

- Aviemore Library, Units 1 & 2, Market Hall, Aviemore PH22 1RH
- Badenoch Library, Badenoch Centre, Spey Street, Kingussie PH21 1EH
- Grantown-on-Spey Library, YMCA Building, 80 High Street, Grantown-on-Spey PH26 3HB
- Ballater Library, Station Square, Ballater AB35 5QB
- Tomintoul Library, Cults Drive, Tomintoul, AB35 9HA
- Kirriemuir Library, 28/30 Reform Street, Kirriemuir DD8 4BS
- Blairgowrie Library, 46a Leslie Street, Blairgowrie PH10 6AW
- Pitlochry Library, 26 Atholl Road, Pitlochry PH16 5BX

#### Local authority offices and service points

Aberdeenshire Council	Bellwood Road, Aboyne AB34 5HQ
	Tourist Information Centre, Mar Road, Braemar AB35
	5YB
Moray Council	Council Offices, High Street, Elgin IV30 9TZ
Angus Council	Access Office, 5 Bank Street, Kirriemuir DD8 4BE
Highland Council	Service Point, The Town House, Grantown-on-Spey
_	PH26 3HF
	Service Point, Milton Park, Aviemore PH22 1RR
	Service Point, Ruthven Road, Kingussie PH21 1EY
Perth and Kinross Council	Blairgowrie Area Office, 46 Leslie Street, Blairgowrie
	Pitlochry Area Office, 26/28 Atholl Road, Pitlochry PH16 5BX

## **Statutory Notices:**

Statutory Notices were published in local newspapers for both the Local Development Plan and Strategic Environmental Assessment processes. The newspapers which cover the National Park and which featured these notices are:

- Northern Scot
- Forfar Dispatch and Kirriemuir Herald
- Deeside and Donside Piper
- Perthsire Advertiser
- Strathspey and Badenoch Herald





#### **Newsletter:**

The Cairngorms National Park Authority has, in the past, used a newsletter to circulate information to all households in the Park on issues in and affecting the National Park. In 2010 we used this format to circulate Your View to every household in the Park seeking their views on the Main Issues Report and the emerging National Park Partnership Plan which was also being consulted on at the same time. This highlighted to every household a series of public workshops which were held to explain the process and gauge opinion.





#### **Public Information Events:**

Community information events were used to promote the consultation on the Main Issues Report, which was being undertaken as a joint exercise with work to review and update the National Park Partnership Plan. The Authority used community facilitators to organise and host these meetings, and relied on their specialist local knowledge to send out targeted invites to key members of the community. Each meeting was tailored to meet the particular needs of that community with static displays, copies of the information to take away, presentations by Planning Officers who explained aspects of the process, and attendance by key Board members. Each was considered by both the Authority and the facilitator to be a great success with record numbers of the public attending.

Those attending discussed general and strategic issues key to the development of the National Park Partnership Plan, and detailed local planning issues, key to the development of the proposed Local Development Plan.

Posters were produced to advertise meetings and placed on community notice boards across the Park.



#### **Press releases:**

The Authority has an excellent working relationship with both local press and specialist press with a particular interest in National Parks both nationally and internationally. It has always found the use of targeted press releases to be particularly effect and used this method to highlight key stages of consultation, sending reminder notices two weeks prior to the close of these periods to generate and maximise responses.

## Stakeholder Network meetings:

The Cairngorms National Park Authority prides itself on working in partnership with key stakeholders with a broad range of interests, and has an excellent regime of

stakeholder engagement forums who meet to discuss topics from housing delivery to deer management at regular intervals throughout the year. This includes a focus group looking at planning in the community with representatives from all community councils and associations attending, and Inclusive Cairngorms, an advisory group set up to consider matters of inclusion and equalities. CNPA staff attending were briefed by Planning Officers on key messages to pass on and used these established networks to highlight the work to develop the Local Development Plan and key stages of consultation.

## Informal stage:

The Authority considered there to be merit in produced large settlement maps to circulate around local communities to gauge their views on proposals to be contained within the Plan. Each community council was targeted with its own tailor made set of maps and information and asked for their views to be submitted in an informal way to help inform the proposed plan. An open offer was extended to have Planning Officers attend meetings to explain the process more fully. This process occurred from June to September 2012. Responses received contained detailed knowledge and were extremely influential in the development of finalised maps for the proposed Plan.

## **Engagement with professional staff:**

To keep the process relevant to current and topical issues, regular liaison meetings and contact has been maintained both internally with specialist staff particularly regarding landscape and natural heritage matters, internal Development Management staff, and the Development Management staff from the five constituent planning authorities who deal with those planning applications not called in by the CNPA.

## **Community Councils and Community Associations:**

The National Park is well served by an active group of community councils and community partnerships. The CNPA has seen these as key to engagement with its local communities and has set up a Planning forum attended by each group. It has also ensures that each group has a single point of contact to deal with all planning matters, including matters to do with the development of the Local Development Plan. This network of local contacts has proved influential in gaining opinion and thoughts on the process as the plan has been developed.

#### **Neighbour Notification:**

In accordance with Regulations almost 4700 letters were issued to owners, lessees and occupiers of sites allocated in the Proposed Plan and their neighbours. These letters were issued to arrive at their destinations to coincide with the first day of the period for representations on the Proposed Local Development Plan.

# Timeline of activities associated with publicity and consultation

2009	
Board approval of development plan scheme for 2009	6/2/09
Email government and publish DPS	16/4/09
2010	
Board approval of development plan scheme for 2010	19/3/10
Email government	25/3/10
DPS published and placed on web	29/3/10
Call for Sites phase	
Contact letters sent to key stakeholders, landowners, agents, contacts and local authorities seeking bid sites	29/4/10
Close of consultation on Call for sites	4/6/10
Adverts placed in local press	w/c 26/4/10
(Local Plan formally adopted)	29/10/10
Board workshop – population and economy	26/11/10
2011	
Commencement of Pre consultation phase	
Board approval of pre consolation documents to define the main issues	6/1/11
Consultation letters sent to key stakeholders	12/1/11
Close of pre consultation with key stakeholders	18/2/11
Board workshop - Making housing more affordable and sustainable	18/2/11
Board consideration of pre consultation responses	18/3/11
Main Issues phase	
Board workshop – the Main Issues	18/3/11
Board approval of development plan scheme for 2011	1/4/11
DPS published and placed on web	4/4/11
Board workshop – the Main Issues –	13/5/11
Board approval of MIR for consultation	8/7/11
Documents delivered to Deposit Locations	14/9/11
Press briefing on contents of Main Issues Report	15/9/11
Press release regarding start of MIR consultation	16/9/11
Formal Adverts placed in local press	w/c 19/9/11
Deeside Donside Piper	
Strathspey and Badenoch Herald	
Perthshire Advertiser	
Northern Scot	
Forfar and Kirriemuir Herald	
Start of Consultation on MIR	19/9/11
Publication of MIR and deposit at formal deposit locations:	19/9/11
Cairngorms National Park Authority offices:	
<ul> <li>14 The Square, Grantown-on-Spey PH26 3HG</li> </ul>	
<ul> <li>Planning Office, Albert Memorial Hall, Station Square, Ballater AB35</li> <li>5QB</li> </ul>	
Local libraries:	
<ul> <li>Aviemore Library, Units 1 &amp; 2, Market Hall, Aviemore PH22 1RH</li> </ul>	

- Badenoch Library, Badenoch Centre, Spey Street, Kingussie PH21
   1FH
- Grantown-on-Spey Library, YMCA Building, 80 High Street, Grantown-on-Spey PH26 3HB
- Ballater Library, Station Square, Ballater AB35 5QB
- Kirriemuir Library, 28/30 Reform Street, Kirriemuir DD8 4BS
- Blairgowrie Library, 46a Leslie Street, Blairgowrie PH10 6AW
- Pitlochry Library, 26 Atholl Road, Pitlochry PH16 5BX

#### Local authority offices and service points:

- Aberdeenshire Council Bellwood Road, Aboyne AB34 5HQ
- Aberdeenshire Council -Tourist Information Centre, Mar Road, Braemar AB35 5YB
- Moray Council Council Offices, High Street, Elgin IV30 9TZ
- Angus Council Access Office, 5 Bank Street, Kirriemuir DD8 4BE
- Highland Council Service Point, The Town House, Grantown-on-Spey PH26 3HF
- Highland Council Service Point, Milton Park, Aviemore PH22 1RR
- Highland Council Service Point, Ruthven Road, Kingussie PH21 1EY
- Perth & Kinross Council Blairgowrie Area Office, 46 Leslie Street, Blairgowrie PH10 6AQ
- Perth & Kinross Council Pitlochry Area Office, 26/28 Atholl Road, Pitlochry PH16 5BX

1 Moonly 1 1110 0BX	
OLDP goes live	19/9/11
Web text updated to alert start of consultation	19/9/11
Publication of SEA to MIR for consultation	19/9/11
Gateway emailed with SEA	21/9/11
Community engagement meeting for Newtonmore, Laggan, Dalwhinnie	5/10/11
Community engagement meeting for Blair Atholl, Killiecrankie	6/10/11
Community engagement meeting for Aviemore,	24/10/11
Community engagement meeting for Carr-bridge, Boat of Garten, Nethybridge	25/10/11
Community engagement meeting for Kingussie, Kincraig	27/10/11
Community engagement meeting for Dulnain Bridge, Grantown on Spey,	31/10/11
Cromdale and Advie	
Community engagement meeting for Braemar, Glenshee	1/11/11
Community engagement meeting for Ballater, Donside, Deeside and Cromar	2/11/11
Community engagement meeting for Angus	7/11/11
Community engagement meeting for Tomintoul, Glenlivet	7/11/11
Press release to alert imminent close of consultation on MIR	18/11/11
Press release to alert that consultation on MIR closes	5/12/11
Close of consultation on MIR	9/12/11
Web site updated to confirm close of consultation	9/12/11
2012	
Planning committee – consider results of MIR consultation	15/3/12
Board approval of development plan scheme for 2012	2/3/12
DPS published and placed on web	8/3/12
Board workshop – a sustainable economy	15/3/12

Board workshop - Housing - The role of the Local Development Plan, and the delivery of practical solutions	11/5/12
Board workshop - policy development	8/6/12
Informal consultation phase	10,0,12
Board workshop – informal settlements maps consultation	8/6/12
Start of consultation on informal settlement maps	11/6/12
Ctart of Concatation on Informal Cottomorte Maps	11/0/12
Informal settlement maps consultation phase	
Informal maps delivered to community councils and associations	11/6/12
Board workshop - Renewable energy	6/7/12
Board workshop – design	20/7/12
Planning committee workshop – affordable housing	17/8/12
Close of information consultation on settlement maps	28/9/12
Board workshop – use of policies	7/12/12
2013	1/12/12
	11/1/12
Board workshop on settlements	11/1/13
Board workshop on settlements	18/1/13
Proposed Local Development Plan phase	4/0/40
Board approval of proposed LDP	1/3/13
Board approval of development plan scheme for 2013	15/4/13
DPS published and placed on web	15/4/13
Documents delivered to Deposit Locations	10/4/13
Neighbour Notification Information and Notifications to statutory stakeholders and key stakeholders dispatched	12/4/13
Formal Adverts placed in local press	w/c15/4/13
Deeside Donside Piper	
Strathspey and Badenoch Herald	
Perthshire Advertiser	
Northern Scot	
Forfar and Kirriemuir Herald	
Start of consultation on proposed LDP	15/4/13
Publication of proposed Local Development Plan at formal deposit locations:	15/4/13
rubilcation of proposed Local Development Flan at formal deposit locations.	13/4/13
Cairngorms National Park Authority offices:	
14 The Square, Grantown-on-Spey PH26 3HG	
<ul> <li>Planning Office, Albert Memorial Hall, Station Square, Ballater AB35</li> </ul>	
5QB	
Aberdeenshire	
<ul> <li>Aberdeenshire Council, Bellwood Road, Aboyne AB34 5HQ</li> </ul>	
Aberdeenshire Council, Tourist Information Centre, Mar Road, Braemar	
AB35 5YB	
Ballater Library, Station Square, Ballater AB35 5QB	
Moray	
•	
Moray Council, Council Officer, High Street, Elgin IV30 9TZ     Tomintoul Library Culta Drive, Tomintoul	
<ul> <li>Tomintoul Library, Cults Drive, Tomintoul</li> </ul>	

#### Angus

- Angus Council, Access Office, 5 Bank Street, Kirriemuir DD8 4BE
- Kirriemuir Library, 28/30 Reform Street, Kirriemuir DD8 4BS

#### Highland

- Highland Council Service Point, The Town House, Grantown-on-Spey PH26 3HG
- Highland Council Service Point, Milton Park, Aviemore PH22 1RR
- Highland Council Service Point, Ruthven Road, Kingussie PH21 1EY
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- Badenoch Library, Badenoch Centre, Spey Street, Kingussie PH21
   1EH
- Grantown-on-Spey Library, YMCA Building, 80 High Street, Grantownon-Spey PH26 3HB

#### Perth and Kinross

- Perth & Kinross Council, Blairgowrie Area Office, 46 Leslie Street, Blairgowrie PH10 6AQ
- Perth & Kinross Council, Blairgowrie Area Office, 26/28 Atholl Road, Pitlcohry PH16 5BX
- Blairgowrie Library, 46a Leslie Street, Blairgowrie PH10 6AW
- Pitlochry Library, 26 Atholl Road, Pitlochry PH16 5BX

OLDP goes live	15/4/13
Web text updated to alert start of consultation	15/4/13
Close of consultation on proposed LDP	5/7/13

External meetings with key stakeholders

Sea scoping work

Consultation emails and letters sent out for each phase advising of commencement of initial consultation period.

Formal adverts

Press releases about phases of consultation

Contacts database

Neighbour notification

Letters to all previous objectors