

Local Place Plans

‘How To’ Guide



Renfrewshire
Council

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Summary

The Planning (Scotland) Act 2019 provides for the introduction of Local Place Plans. This reflects a new approach which considers land use planning and community action, supporting local people to become more involved in shaping their places.

The Council supports the principle of Local Place Plans and is keen to support communities across Renfrewshire in preparing Local Place Plans to shape their neighbourhoods.

This 'How To Guide' explains the key requirements of a Local Place Plan and steps in their preparation. The Guide is based on the experience of early plans developed with communities across Renfrewshire, including the neighbourhoods of Foxbar and Ferguslie Park in Paisley.

An aerial illustration of a residential development. The scene shows a cluster of houses with grey roofs and brown walls, arranged in a somewhat circular pattern. A winding road cuts through the development. In the background, there is a large body of water, possibly a lake or reservoir, surrounded by green trees and grass. The overall style is a hand-drawn or sketched illustration with a focus on layout and greenery.

1 What is a Local Place Plan?

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

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

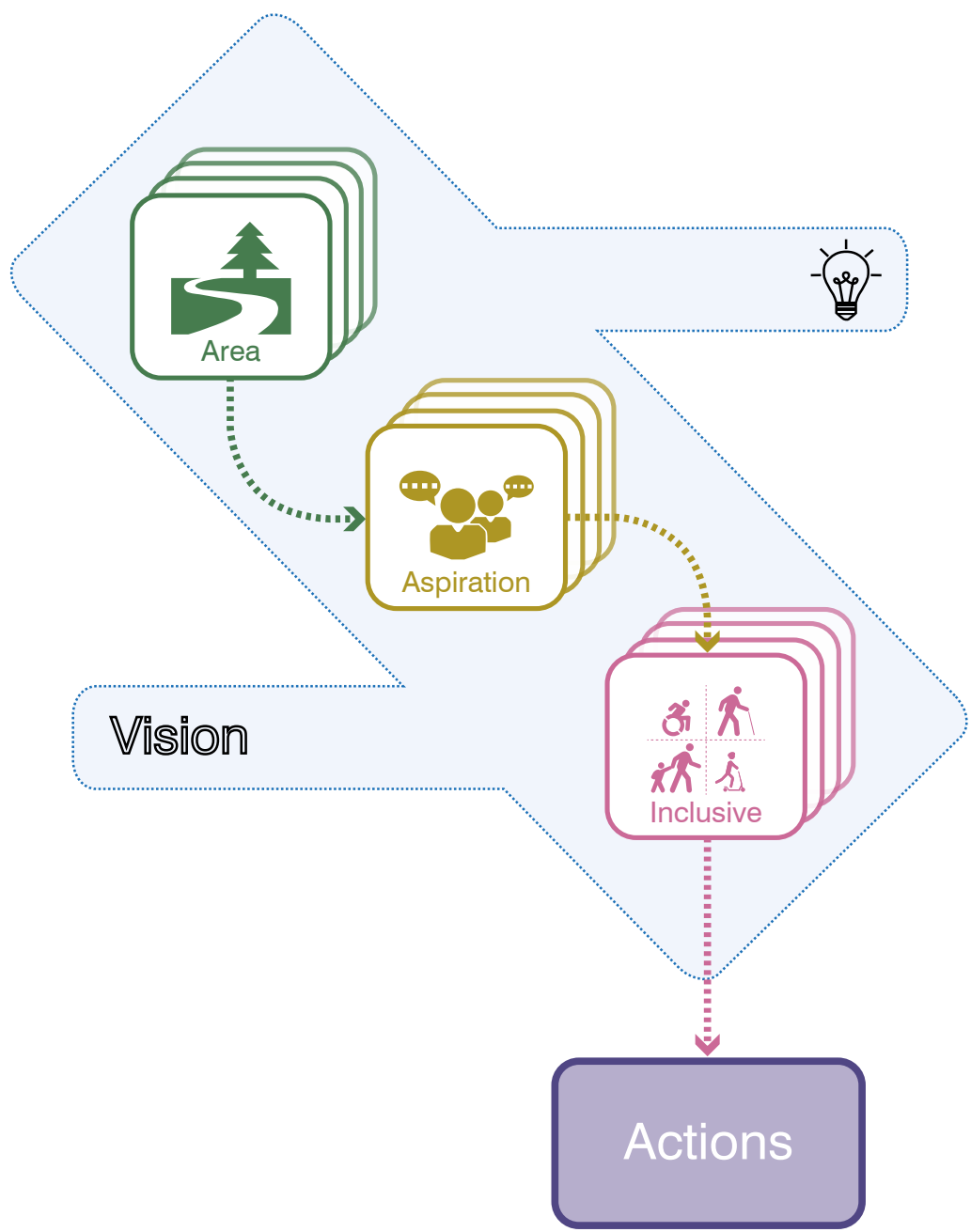
Geographical Focus
Plans should relate to a recognisable area or community, for example a neighbourhood or village.

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

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

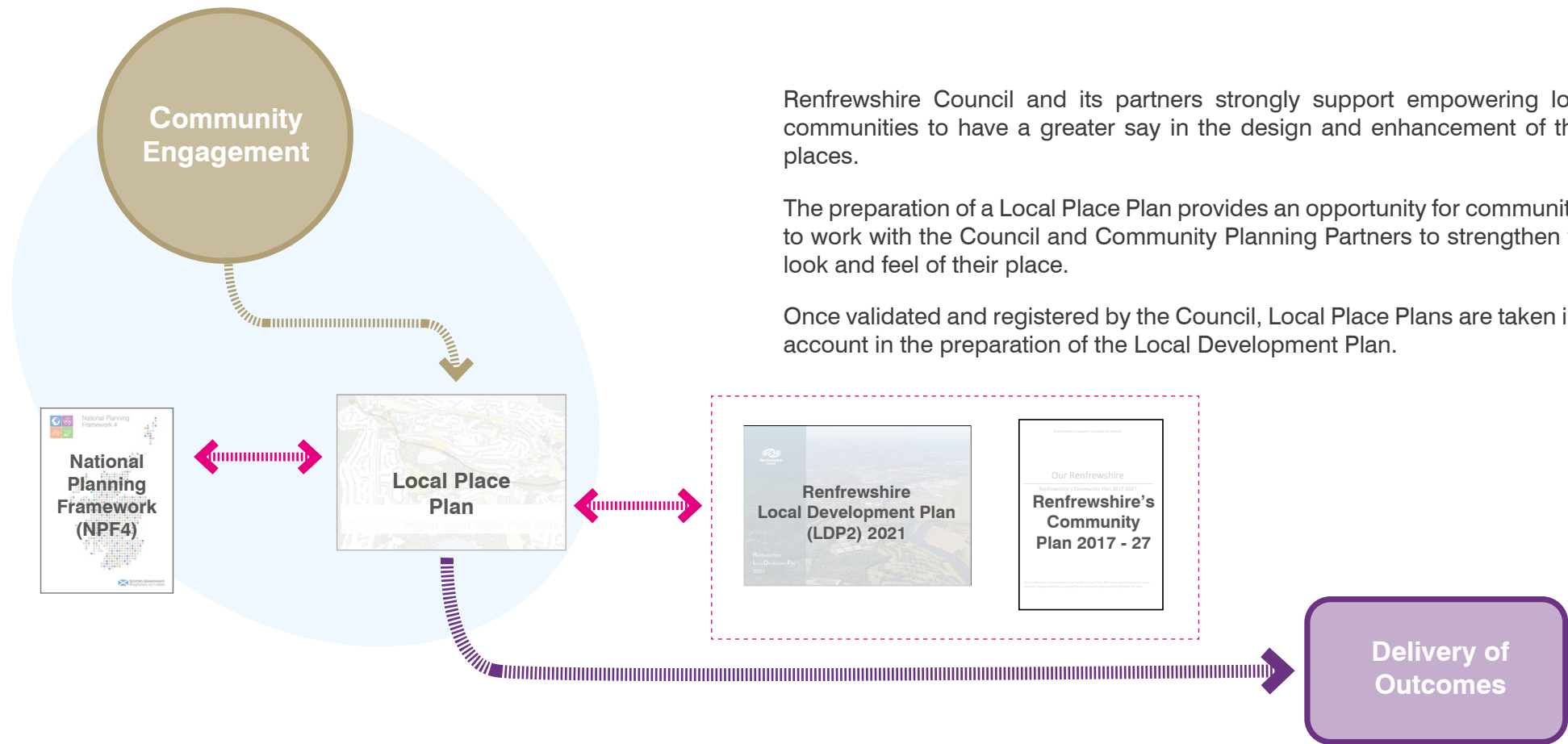
Community Vision
Plans require to reflect the local vision for the area. In setting out the vision it is important to note that **Local Place Plans must have regard to the spatial strategy and policies within the Renfrewshire Local Development Plan.**

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





2 Why Prepare a Local Place Plan?



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

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

Once validated and registered by the Council, Local Place Plans are taken into account in the preparation of the Local Development Plan.

Shaping the Local Community

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

Support Community Action

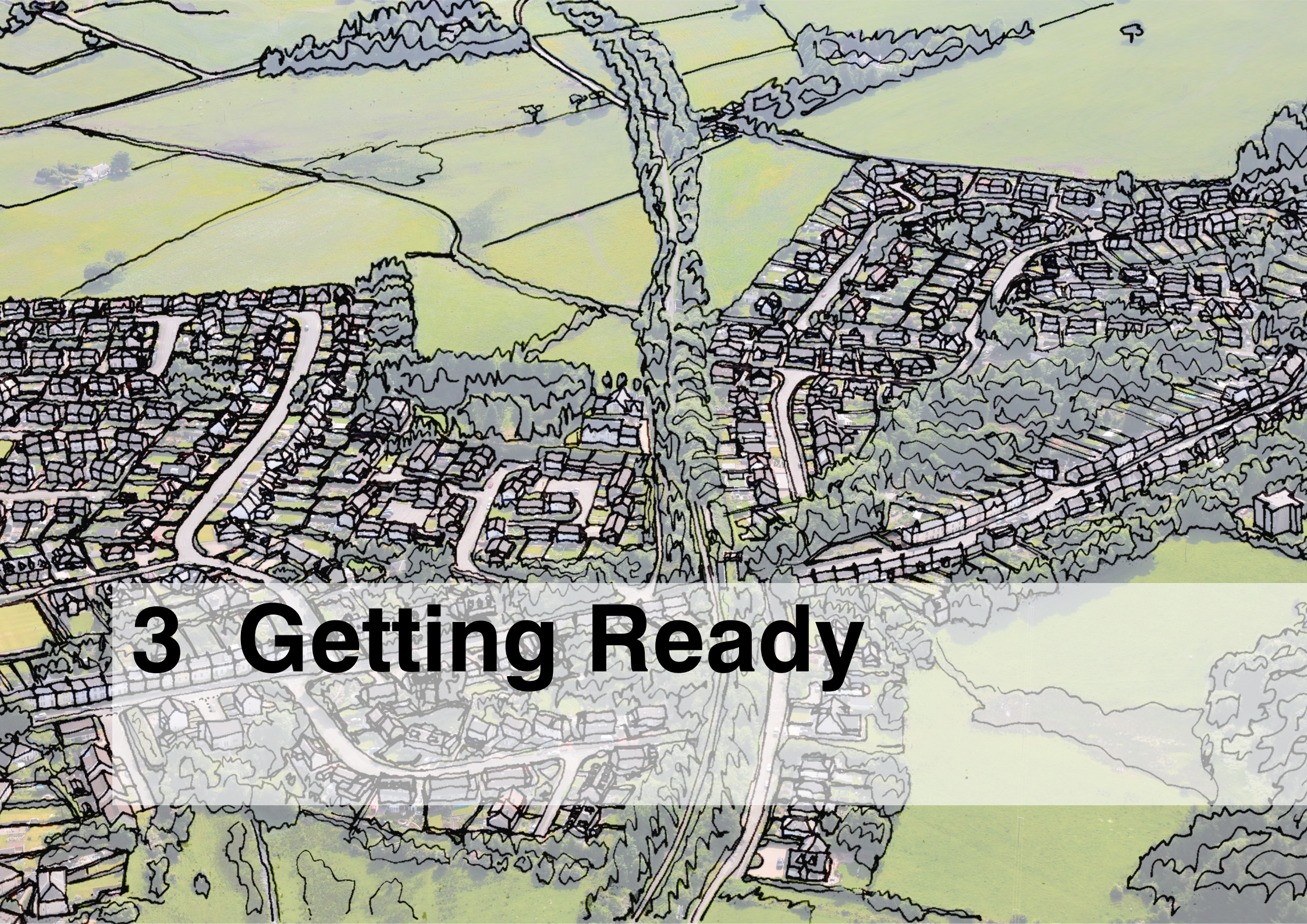
The process of preparing a Local Place Plan can support and stimulate community action. The plan can provide a framework for actions which are delivered by the community with assistance from partners and in turn help to secure funding.

Demonstrating Aspirations

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

Partnership Working

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



3 Getting Ready

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

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

Local Place Plans must be prepared by a community-controlled body as defined by the Community Empowerment (Scotland) Act 2019 or a community council.

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

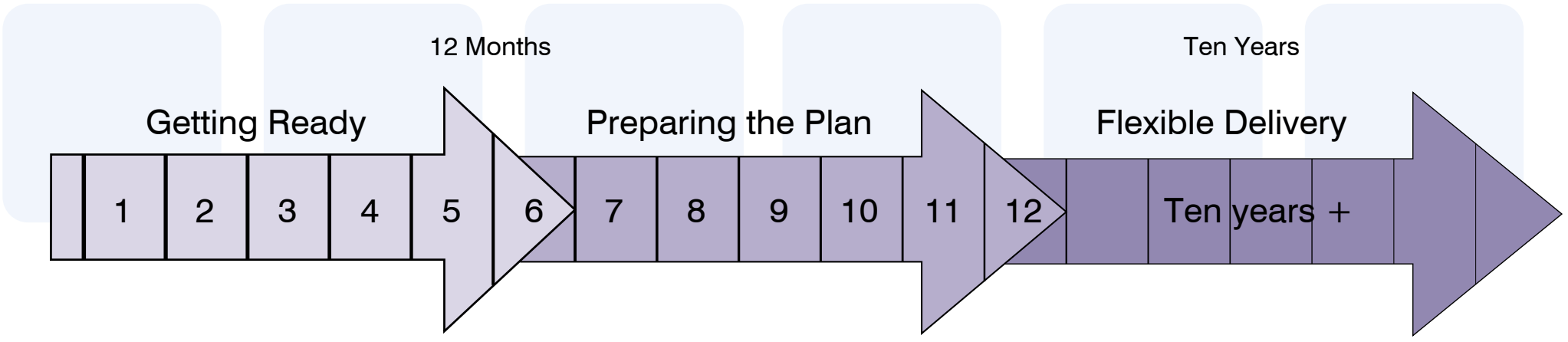
It is also important to engage the Council and other partners at an early stage in the process to secure support and guidance.

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

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

Guiding the Plan Process
To guide preparation of the plan, a small Steering Group should be established. This should include a mix of representatives from the local community.

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

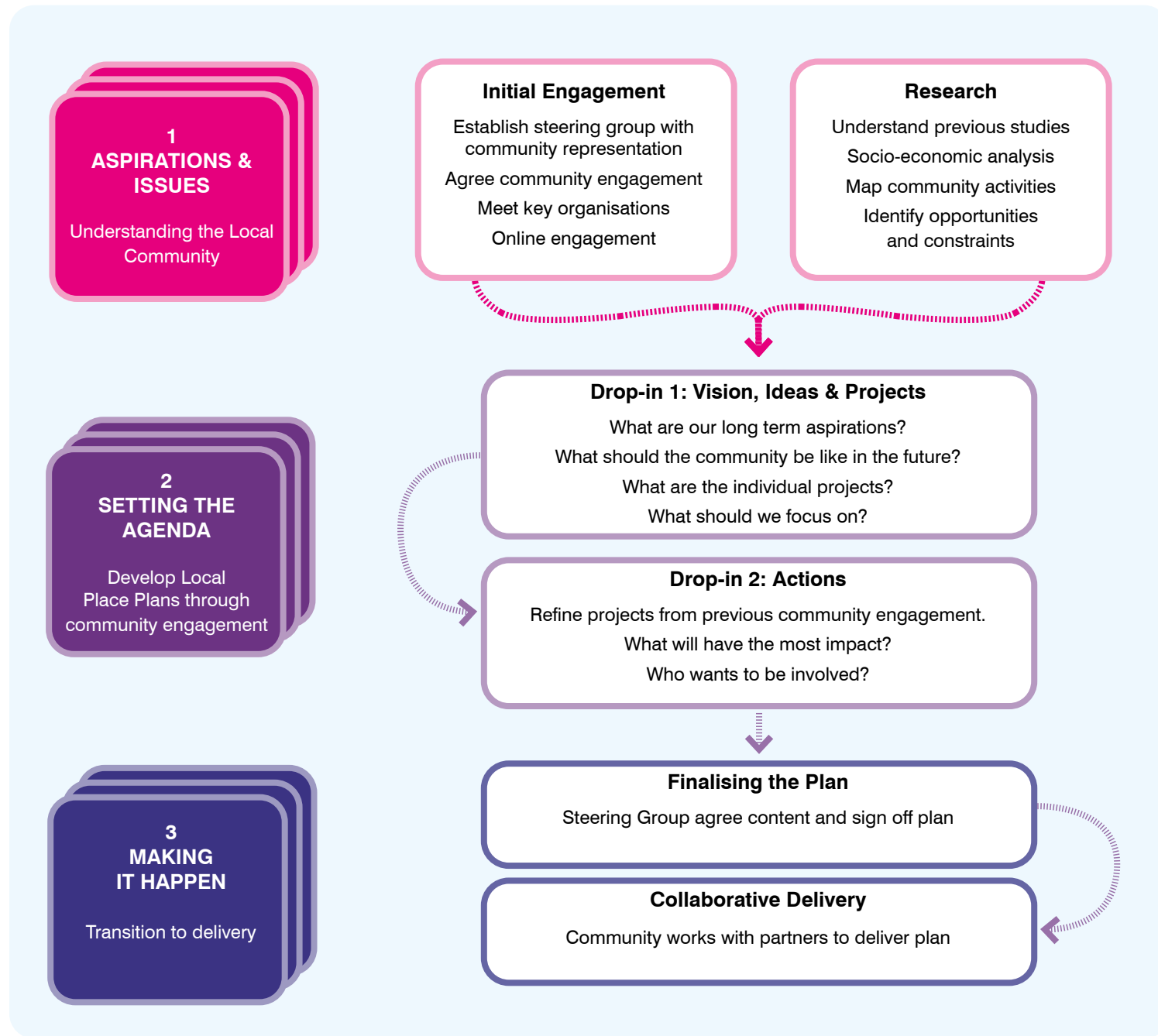




4 Preparing the Local Place Plan

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

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



1 ASPIRATIONS & ISSUES

Understanding the
Local Community

2 SETTING THE AGENDA

Develop Local Place
Plans through community
engagement

3 MAKING IT HAPPEN

Transition to delivery

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

● Previous Engagement

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

● Desktop Research

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

● Community Engagement Plan

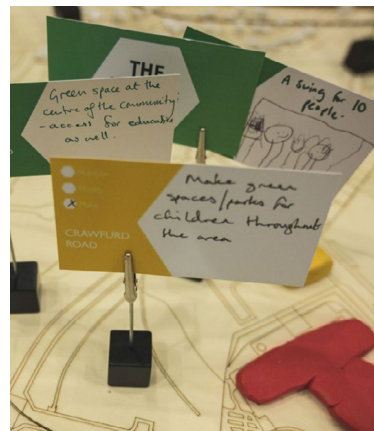
Effective community engagement is crucial to the success of the plan. This should seek to include as many sections of the community as possible, using a range of techniques, locations and times. The table overleaf shows a typical approach to consultation. There are many sources of good practice in community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

[PAS SP+EED](#)

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

● Early Meetings

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



Example of Typical Stage 1 Activities

	<i>Description</i>	<i>Participants</i>
Local organisations	<p>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? Ask all to promote the development of the Plan.</p>	<p>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.</p>
Councillors	Briefing meeting and subsequent contact as required.	Local Ward Councillors
Community Planning Partners and other stakeholders	<p>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? How might they help to deliver the plan?</p>	<p>Key organisations and local stakeholders. This could include Council Services, Engage Renfrewshire, local Housing Associations, emergency services, Health and Social Care Partnership, Renfrewshire Leisure and third sector organisations.</p>
Community survey	<p>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.</p>	Everybody in the local community
Schools and youth organisations	Sessions and or/surveys to help understand aspirations.	Primary and Secondary Schools Youth groups
'On Street' Events	<p>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.</p>	Everybody in the local community
Social Media	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
Desktop Research and Analysis	Review of any previous studies, Council and Community Planning Partner plans and strategies. Review of opportunities and constraints.	Place Plan Steering Group.



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Transition to delivery

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

● Approach and Priorities

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

● Encouraging Engagement

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

● Communicating Ideas

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



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

● Finalising the Plan

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

● Vision

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

● Be Realistic

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

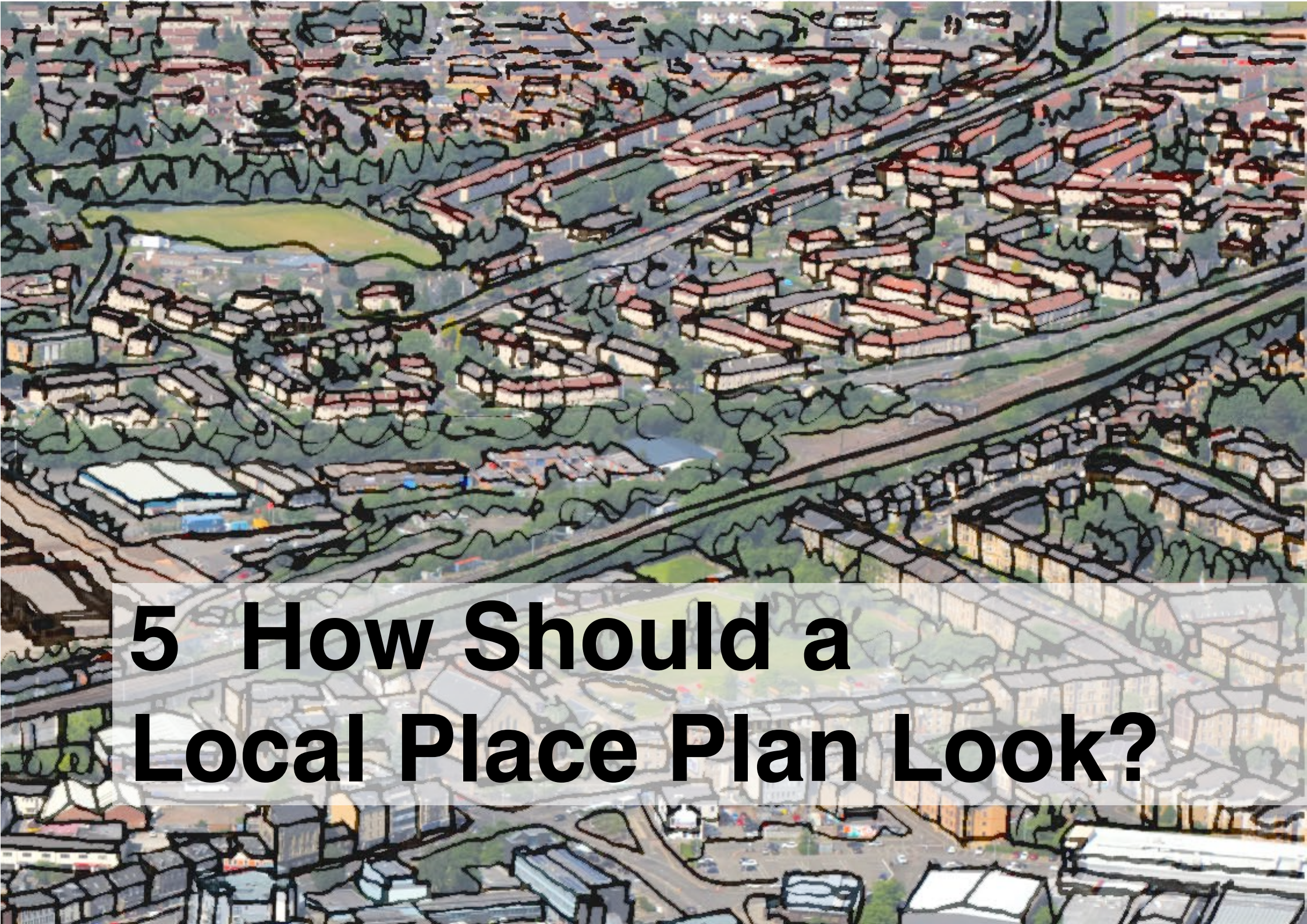
● Community Led Action

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

● Promote the Plan

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





5 How Should a Local Place Plan Look?

The Planning (Scotland) Act 2019 requires that Local Place Plans must:-

- Identify the community body which produced the plan
- Contain a map of the area covered by the plan
- Contain a statement of proposals for the development of use of land
- Identify the land and building subject to proposals

There are a variety of ways to achieve this and no 'correct' approach on the look of a place plan. Generally, plans will share some similar elements and should where possible be visual in showing ideas and actions.



1 - The Making of: Ferguslie Park - sketch diagram

Vision

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

Local Context

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

Graphic and Visual

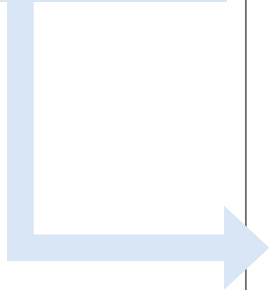
Plans should be highly visual, using graphics, plans and diagrams to communicate main points. Detailed information considered important can be included within appendices.

Short and Succinct

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

2 - Sample Projects Matrix

Priority projects should be developed during the engagement process. Using symbols and colours is a simple way to illustrate the actions and their link to the vision for the area.



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

3 - Sample Key Plan

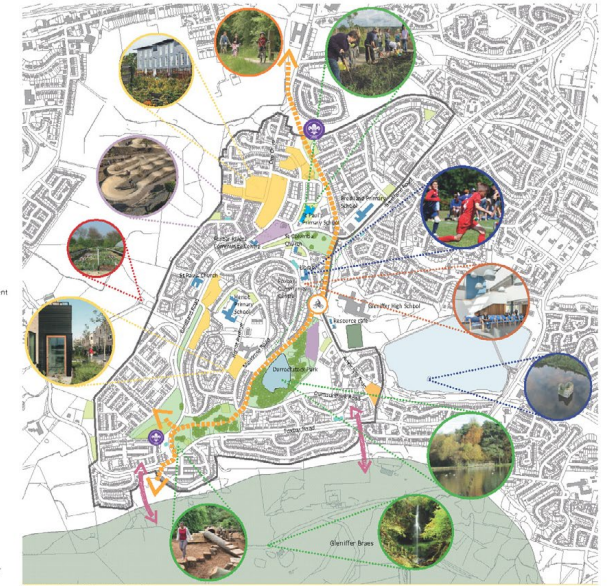
Each of the “priority projects” should be mapped onto a key plan. This approach is a clear and visual way of communicating outcomes.

4 / 5 - Sample Project: Civic Squares

Each priority project should be allocated a page within the document, with mapping and images used to explain the key information. This project page was accompanied with a summary and visualisation to illustrate the future aspirations.

Key Plan

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



3



Project Summary

The Civic Squares play a key role in defining the character and identity of Johnstone and together with the Town Hall are the heart of the social and cultural offer of the town. They are important spaces which encourage people to visit, gather and spend time, supporting local businesses and a range of activities which contribute to the feel of Johnstone as a vibrant and social place.

There is an opportunity to introduce enhancements to the squares to reinforce their key role. This could include restoration of heritage features such as the bandstand, considering how the squares could be improved for events, opportunities for play and increasing biodiversity through more diverse planting.

The key diagram and illustrations show potential improvements to the squares – enhancing Housaton Square as a hub for retail, culture and events, with Ludovic Square as a reflective green space at the heart of the town.



Artistic impression of Housaton Square with connections beyond to the transport interchange and Town Hall to Ludovic Square.

4



5

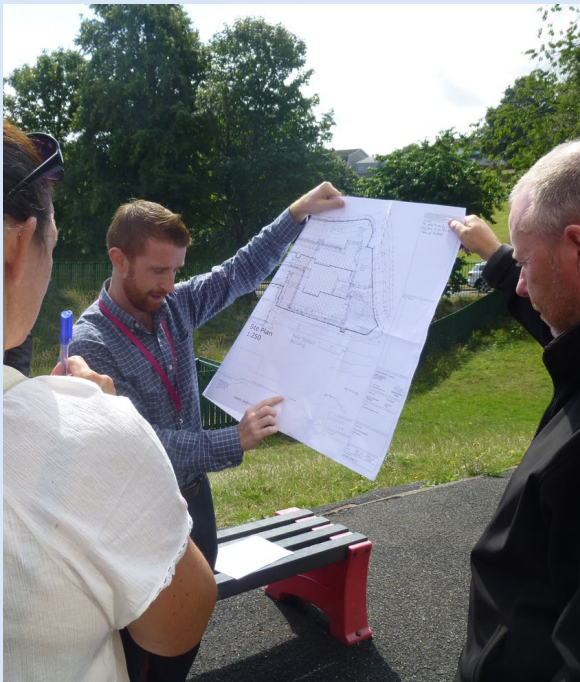
An aerial, hand-drawn style illustration of a city. The buildings are rendered with thick black outlines and flat colors in shades of grey, brown, and blue. A prominent road runs vertically through the center, with several cars depicted. To the right, there is a large green park area with a winding path and a building with a tall, thin tower. The overall style is that of a conceptual urban planning drawing.

6 Delivering the Plan

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

Working Together

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



An aerial illustration of a town, showing a river winding through the center, roads, buildings, and green spaces. The style is a detailed, hand-drawn sketch with color washes.

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

**Strategy and Place Team
Chief Executive's Service
Renfrewshire Council
localplanconsultation@renfrewshire.gov.uk**



**Renfrewshire
Council**