

# Fife Development Plan Scheme - 2017 (Ninth Edition)





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# Fife Development Plan Scheme - 2017 (Ninth Edition)

# What is a Development Plan Scheme?

The Town and Country Planning (Scotland) Act 1997 (as amended by the Planning etc (Scotland) Act 2006) and the Town and Country Planning (Development Planning) (Scotland) Regulations 2008, require planning authorities to prepare a Development Plan Scheme each year.



This is the ninth edition of the Fife Development Plan Scheme and includes:

- information and timescales about the development plan for Fife
- current information on **supplementary guidance, development frameworks and development briefs** (Table 1)
- **a participation statement**, which describes the opportunities for public consultation and Fife Council's proposals for public involvement in the preparation of the plans.

The Development Plan Scheme is available to view at <http://bit.ly/x2Q009> on FifeDirect and in Council offices and in public libraries.

Contact us at [fife.devplan@fife.gov.uk](mailto:fife.devplan@fife.gov.uk)



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# What is a Development Plan?

**The planning system in Scotland is led by development plans which, together with national planning policy guidance, form the basis for making planning decisions.**

The Fife Development Plan consists of the recently adopted Local Development Plan (FIFEplan), and the approved Strategic Development Plans of TAYplan and SESplan.

Decisions on where and how development will take place in Scotland are influenced at three levels:

- **The National Planning Framework for Scotland;**
- **Strategic Development Plans; and**
- **Local Development Plans.**

The Scottish Government are currently undertaking a review of the planning system. Proposals for change were set out in a consultation paper 'Places, people and planning' published in January 2017. This was followed by a position statement published in June 2017. Legislation changes will be taken forward through a Planning Bill expected to come before Parliament in winter 2017.

## **National Planning Framework 3 (NPF3)**

was published by the Scottish Government in 2014. It sets out a strategy for the long term development of Scotland's towns, cities and countryside and is concerned with how they will develop over the next 20 to 25 years. NPF3 makes reference to a number of national projects in Fife, including the completion of the Queensferry Crossing, freight handling facilities and additional freight capacity at Rosyth and the Fife Energy Corridor extending from Methil to Longannet.

## **Strategic Development Plans (SDPs)**

operate for the four city regions in Scotland (Glasgow, Edinburgh, Aberdeen and Dundee). Fife lies within both the Edinburgh city region (SESplan) and Dundee city region (TAYplan) SDP areas. The plans focus on the key land use and development issues that cross the planning authority boundaries. The strategic development plan areas covering Fife are shown in **Figure 1**.

## **Local Development Plans (LDPs)**

provide site specific and detailed policies which guide the day-to-day decisions made on planning applications. They should implement SDP requirements on a site specific basis over a ten year period. The Government expects that LDPs will be succinct documents and concentrate on key policies and proposals. LDPs should be adopted within two years of the approval of a relevant SDP.

We have called the Local Development Plan "FIFEplan" to give it a Fife identity as it spans the strategic development plan areas of SESplan to the south and TAYplan to the north

## Local Development Plan Preparation

The programme for the preparation of the Local Development Plan follows a number of key stages:

## Publish Development Plan Scheme

**Main Issues Report & Monitoring Statement**  
(includes preferred options and alternative proposals for development and seeking views of organisations and individuals)

**Proposed Local Development Plan**  
(a stronger view of proposed development locations proposed by the Council, informed by the consultation responses at the previous stage)

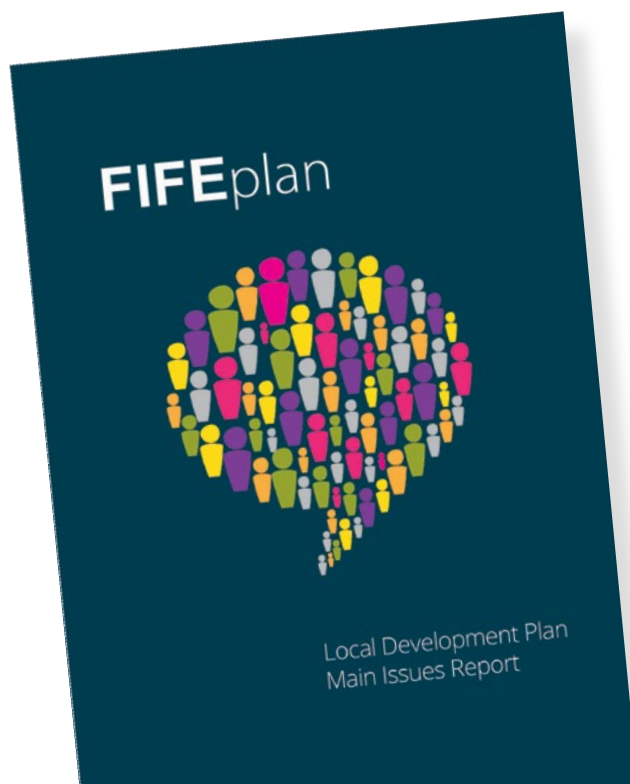
**Examination**  
(independent examination of proposed plan and issues raised in representations)

**Adoption**  
(includes modifications made following examination)

## Action Programme

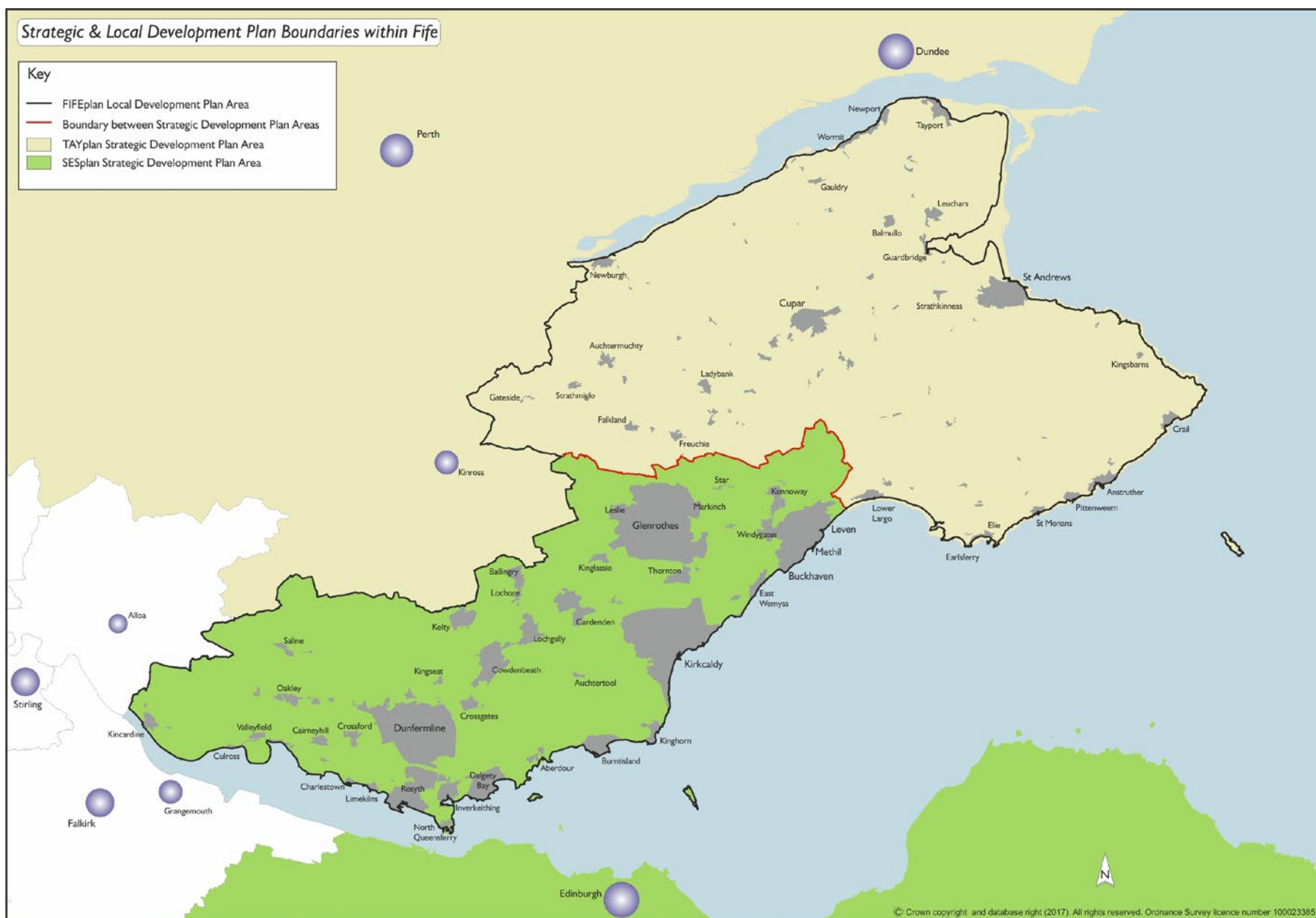
An Action Programme will be developed and used to monitor the delivery of the plan, and to promote partnership and corporate working. The Action Programme will show the linkages between development and the delivery of infrastructure, and coordinate activity in identifying priorities and funding. When the actions required to facilitate the proposed projects are identified at an early stage, this gives confidence to developers, stakeholders and funders. Throughout the preparation of the plan, Fife Council has maintained close partnerships with Council Departments, Key Agencies<sup>1</sup>, the Scottish Government and other organisations. The Action Programme will be regularly monitored and updated.

<sup>1</sup> Key agencies are: Scottish Enterprise, the Scottish Environment Protection Agency, Scottish Natural Heritage, Scottish Water, the regional transport partnerships SESTran and TACTran, and Fife Health Board; Government agencies (Architecture & Design Scotland, Forestry Commission Scotland, Historic Environment Scotland, Marine Scotland and Transport Scotland) are also part of the key agencies group.

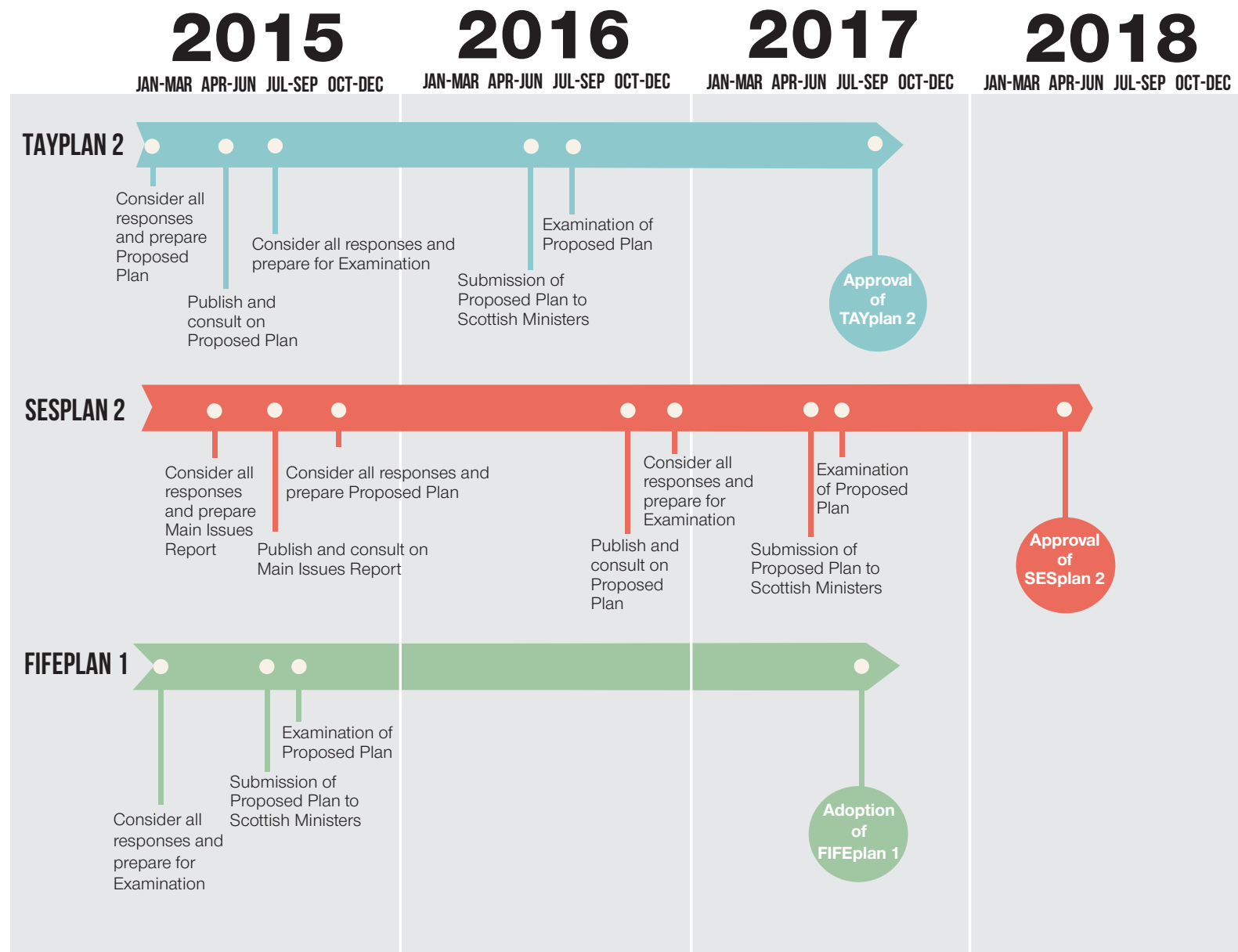




**Figure 1** Strategic & Local Development Plan Boundaries within Fife





**Figure 2:** Development Plan Timetable

Notes:

1. SESplan and TAYplan timescales are based on their most recent Development Plan Schemes (2017).

## TAYplan and SESplan Strategic Development Plans

The Scottish Government's review of the planning system is examining the future of Strategic Development Plans. The consultation paper '**Places, people and planning**' published in January 2017 proposed removing Strategic Development Plans from the planning system in future.

TAYplan's second Strategic Development Plan is anticipated to be approved in late summer 2017, replacing the existing TAYplan, approved in June 2012. Reporters completed the examination of the previous TAYplan Proposed Strategic Development Plan and published their Examination Report on 8 March 2017.

The Proposed Plan for SESplan's second Strategic Development Plan was submitted to the Scottish Government in June 2017 for examination. Approval of the plan is anticipated mid-2018, replacing the existing SESplan approved in June 2013.

## FIFEplan

A summary of the FIFEplan key dates and programme are provided in **Figure 2**. The FIFEplan Main Issues Report (MIR) was consulted upon between January and March 2013. Between December 2013 and February 2014 Fife Council undertook an additional consultation seeking views on a proposed spatial strategy, preferred new sites and reasonable alternatives. The Proposed Plan consultation ran from October till December 2014. A total of 3,930 representations were received to the Proposed Plan. These representations, and Fife Council's responses to them, were submitted alongside the Proposed Plan to the Scottish Government for Examination on 7 August 2015.

The examination of the Proposed Local Development Plan started on 29 September 2015. The Examination Report was published by the Scottish Government's Planning and Environmental Appeals Division in November 2016.

The modifications arising from the reporters' recommendations were accepted by the Fife Council's Executive Committee on 28 February 2017 where it was agreed that the Local Development Plan should proceed towards adoption.

The modifications and the updated FIFEplan were submitted to Scottish Ministers on 24 March. After a period of consideration by Scottish Ministers Fife Council anticipate that the plan will be adopted in late summer 2017.

## FIFEplan 2

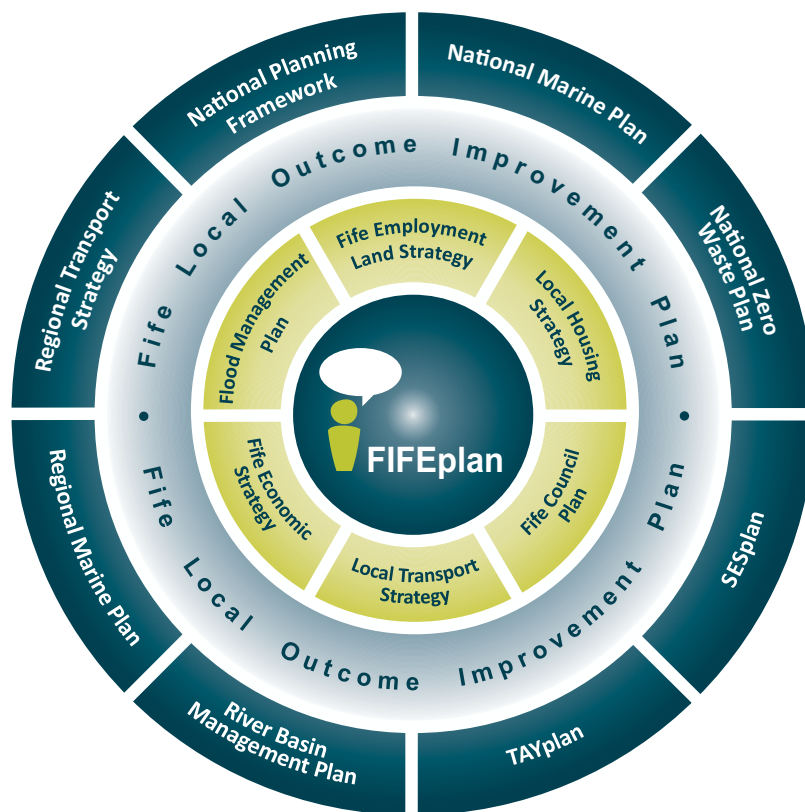
We are awaiting the outcome of the current planning review and announcement of transitional arrangements to determine when it will be appropriate to commence preparation of FIFEplan 2, and the form and scope of the replacement plan and consultation arrangements.

We will aim to minimise the length of the plan preparation process by focussing on the key changes that have occurred since FIFEplan 1, and by making efficiency savings identified through continual lessons learned and LEAN process management.

## FIFEplan Local Development Plan

FIFEplan is framed by national and regional policy set by the National Planning Framework and the two Strategic Development Plans. Other strategic policies and Fife Council corporate objectives also shape the land use strategy as illustrated below.

**Policy Context of Local Development Plan**



## Community Planning

Community Planning is how public bodies work together and with the community in each council area to make life better for people. The Community Empowerment (Scotland) Act 2015 aims to help communities to do more for themselves and have more say in decisions that affect them. This year Fife's Local Outcomes Improvement Plan will replace the existing Fife Community Plan, and will help to identify priorities when we the review of the Local Development Plan.



## Supplementary Guidance

**The main purpose of supplementary guidance is to help applicants understand what planning authorities expect in relation to planning applications.**

Supplementary guidance prepared in connection with a Strategic Development Plan or Local Development Plan, subject to meeting consultation requirements, will form part of the Development Plan and be known as statutory supplementary guidance.

The following statutory Supplementary guidance connected with the recently adopted FIFEplan is being prepared:

- Affordable Housing
- Minerals
- Planning Obligations
- Making Fife's Places
- Low Carbon Fife
- Houses in Multiple Occupation

Consultation on Affordable Housing, Minerals, Planning Obligations and Making Fife's Places draft Supplementary Guidance took place from 17 March 2017 until 5 May 2017.













Consultation on draft Supplementary Guidance for Low Carbon Fife and Houses in Multiple Occupation is due to take place in Autumn 2017.

The Council will also continue to use existing non-statutory guidance listed in this Development Plan Scheme and will prepare other guidance on a range of planning matters as required. A full list of current and proposed Fife Council planning guidance is included in **Table 1**.




The role of supplementary guidance is under review as part of the Scottish Government's planning review.



**Table 1:** Supplementary Guidance, Development Frameworks and Development Briefs (position at May 2017)













Topic	Status	Timescales	Timescale Change since DPS8   
<b>Non-Statutory Guidance</b>			
Affordable Housing	Approved Supplementary Planning Guidance Sept 2014 <b>Currently being revised as Statutory Supplementary Guidance (see next page)</b>	Complete	 No change
Making Fife's Places	Approved Planning Guidance Aug 2015 <b>Currently being revised as Statutory Supplementary Guidance (see next page)</b>	Complete	 No change
Planning Obligations Framework	Approved Framework Mar 2015 <b>Currently being revised as Statutory Supplementary Guidance (see next page)</b>	Complete	 No change
Minerals	Approved Planning Guidance Aug 2015 <b>Currently being revised as Statutory Supplementary Guidance (see next page)</b>	Complete	 No change
Renewable Energy	Approved Supplementary Planning Guidance March 2007 <b>Currently being revised as part of Low Carbon Statutory Supplementary Guidance (see next page)</b>	Complete	 No change
Wind Energy	Revised Supplementary Planning Guidance Approved June 2013 <b>Currently being revised as part of Low Carbon Statutory Supplementary Guidance (see below)</b>	Complete	 No change
Houses in Multiple Occupation in Central St Andrews Conservation Area	Approved Supplementary Planning Guidance June 2011 <b>Currently being revised as Statutory Supplementary Guidance (see next page)</b>	Complete	 No change
Lochgelly Supplementary Planning & Transportation Guidance	Approved Supplementary Planning Guidance Sept 2011	Complete	 No change
St Andrews Design Guidelines	Approved Supplementary Planning Guidance August 2007	Complete	 No change

**Table 1:** Supplementary Guidance, Development Frameworks and Development Briefs (position at May 2017)

Topic	Status	Timescales	Timescale Change since DPS8   
Statutory Supplementary Guidance			
Affordable Housing	Draft Supplementary Guidance published for consultation between 17 March 2017 and 5 May 2017	Anticipated to be approved by Summer 2017	Delayed due to LDP examination process continuing beyond anticipated timescale.
Making Fife's Places	Draft Supplementary Guidance published for consultation between 17 March 2017 and 5 May 2017	Anticipated to be approved by Summer 2017	Delayed due to LDP examination process continuing beyond anticipated timescale.
Minerals	Draft Supplementary Guidance published for consultation between 17 March 2017 and 5 May 2017	Anticipated to be approved by Summer 2017	Delayed due to LDP examination process continuing beyond anticipated timescale.
Planning Obligations Framework	Draft Supplementary Guidance published for consultation between 17 March 2017 and 5 May 2017	Anticipated to be approved by Autumn 2017	Delayed due to LDP examination process continuing beyond anticipated timescale.
Low Carbon Fife	Supplementary guidance to review existing Renewable Energy and Wind Energy guidance	To be published for consultation in Winter 2017 and approved by May 2018.	Timescales not previously specified.
Houses in Multiple Occupation in Central St Andrews Conservation Area	Approved Supplementary Planning Guidance June 2011	To be published for consultation in Autumn 2017 and approved by Summer 2018.	Timescales not previously specified.
Housing Land Supplementary Guidance (SESplan)	Adopted as part of the development plan by all SESplan authorities on 28 October 2014	Monitor and review through the SDP	 No change



**Table 1:** Supplementary Guidance, Development Frameworks and Development Briefs (position at May 2017)

Topic	Status	Timescales	Timescale Change since DPS8   	
Development Frameworks & Briefs				
East Sands Urban Design Framework	Approved September 2010	Complete		No change
Levenmouth Strategic Land Allocation Strategic Framework	Approved October 2012	Complete		No change
St Leonards Fields and Memorial Hospital	Approved November 2011	Complete		No change
ATS depot, Cupar	Approved March 2011. Under Review	Development Brief being reviewed. Update anticipated to be approved by end of 2017.	Delayed due to LDP examination process continuing beyond anticipated timescale.	
Development brief for Bonnygate, Cupar gap site	Approved November 2012	Complete		No change
Gap site at 269-293 High Street, Cowdenbeath	Approved March 2011	Complete		No change
Millgate Development Brief, Cupar	Approved November 2008	Complete		No change
Crail North Development Framework	This is a new item arising from the recommendations of the FIFEplan Examination Report	2018		New item
Kirkcaldy Town Centre Design & Development Framework	Approved October 2015	Complete		No change
Cowdenbeath Town Centre Design & Development Framework	Approved July 2015	Complete		No change

## Participation Statement

**In preparation for the Examination of the now adopted FIFEplan, DPEA Reporters examined the extent to which the consultation and public involvement arrangements for the plan conformed to the participation statement included in the Fife Development Plan Scheme (2013).**

In doing so Reporters considered Fife Council's **Report of Conformity with the Participation Statement (June 2015)**. The Reporters concluded that 'the council has conformed with its participation statement and has in many cases exceeded minimum consultation requirements with regard to consultation and the involvement of the public at large as envisaged by Scottish Ministers'

It remains an ongoing commitment to develop our engagement strategies to continue the interaction with communities, key agencies, and other stakeholders as an integral part of the development plan process.

The Scottish Government expects engagement with the public to occur from the earliest stages in the planning process to enable community views to be reflected in plans and development proposals.

Minimum requirements for consultation and engagement in the planning system are set out in legislation. The methods used by the Council are also based on the principles set by the Scottish Government in PAN3/2010 Community Engagement.

Examples of focussing on seeking views of communities in the early stages of plan preparation included an additional participation stage before the Main Issues Report called Community Matters. This was an open call to community groups and organisations to submit ideas for their communities, helping us to identify what matters were important to these communities and reflect issues raised in the Main Issues Report.

We engage with Fife's Community Councils from the outset of the process. Fife's planning

service established a Community Council Focus group in November 2015 following an open event held in August 2015. All Community Councils were invited to attend this event to raise any issues and concerns to help shape future improvements led by the planning team, and an action plan was drawn up after the event. Fife Council's planning service continues to hold regular events to further improve relationships and communication with Community Councils. The most recent Community Council event was held on 26 September 2016.

The Fife LDP webpage ([www.fifedirect.org.uk/fifeplan](http://www.fifedirect.org.uk/fifeplan)) is the main channel to communicate news and information. Social networking is increasingly being used to raise awareness of development plan work and to reach a broader range of Fife's population.

- Regular tweets go out through Twitter to over 1,050 followers and recently we have started posting photos of our work on a new Instagram account.
- Important news or events are advertised through the corporate Fife Council Facebook account.
- Development Plan e-mail bulletins are issued on a regular basis to 1,364. We also have a LinkedIn group to help facilitate networking and the exchange of ideas with others in the planning profession.

Fife Council exceeds Development Plan Regulations in notifying owners and occupiers of sites potentially affected by development. Neighbours who are within 30m of a FIFEplan development proposal likely to significantly affect their amenity are notified rather than the 20m set out in the 2008 Regulations. Increasingly communication is happening online. Our online consultation facility is now established as the main consultation forum for development planning and supplementary guidance and will continue to be further developed.

In February, officers from Fife Council's development plan and area services teams took part in SP=EED training provided by Planning Aid Scotland, alongside members of local community group CLEAR Buckhaven. SP=EED (Successful Planning = Effective Engagement and Delivery) was developed by Planning Aid Scotland to enable effective engagement in placemaking.



## Future Consultation Methods

The following pages set out detail on the publicity and engagement that has been undertaken at each stage of the first FIFEplan. This provides an indication of future consultation arrangements however, these will depend on the outcomes of the current planning review.

## Publicity &amp; Engagement: Fifeplan

Stage	Publicity & Engagement
<b>1. Publish Development Plan Scheme</b>	<ul style="list-style-type: none"> <li>Committee report and approval</li> <li>News releases to advertise publication</li> <li>Copies available in libraries</li> <li>Published on Council website</li> <li>2 copies to Scottish Ministers</li> <li>Details and weblinks included in e-bulletin and Social media</li> </ul>
<b>2. Community Matters (pre-publication stage of the Main Issues Report)</b>	<ul style="list-style-type: none"> <li>On-line consultation facility</li> <li>News releases</li> <li>Key agencies/community councils/interest groups</li> <li>Letters/invitations to submit comments/views</li> <li>Local member briefings</li> <li>Updates on Council website, e-bulletin, and Social media</li> </ul>
<b>3. Publish Main Issues Report and Monitoring Statement</b>	<ul style="list-style-type: none"> <li>Local member briefings</li> <li>Committee report and approval</li> <li>Publication of notice in local newspapers</li> <li>News releases to advertise publication</li> <li>Public information displays</li> <li>Drop-in information events across the 7 local community planning areas</li> <li>Copies to Scottish Ministers, key agencies, neighbouring planning authorities, SESplan and TAYplan, community councils and other community groups</li> <li>Copies available in libraries</li> <li>Invitations to submit comments/views</li> <li>Publish on Council website with on-line consultation facility</li> <li>Updates on Council website, e-bulletin, and social media</li> </ul>
<b>4. Publish Proposed Plan, Action Programme</b>	<ul style="list-style-type: none"> <li>Local member briefings</li> <li>Committee report and approval</li> <li>Publication of notice in local newspapers</li> <li>News releases to advertise publication</li> <li>Copies to Scottish Ministers, key agencies, neighbouring planning authorities, SESplan and TAYplan, Community Councils and other community groups</li> <li>Copies available in libraries</li> <li>Invitations to submit comments/views</li> <li>Publish on Council website with on-line consultation facility</li> <li>Updates on Council website, e-bulletin, and social media</li> </ul>

Stage	Publicity & Engagement
<b>5. Examination</b>	<ul style="list-style-type: none"> <li>Submit Statement of Conformity and request for examination</li> <li>Publication of notice in local newspapers</li> <li>News releases</li> <li>Updates on Council website, e-bulletin, and social media</li> </ul>
<b>6. Publish post examination modifications</b>	<ul style="list-style-type: none"> <li>Local member briefings</li> <li>Committee report and approval</li> <li>Publication of notice in local newspapers</li> <li>News releases to advertise publication</li> <li>Letters to all who made representations on Plan</li> <li>Copies available in libraries</li> <li>Publish on Council website</li> <li>Copy to Scottish Ministers</li> <li>Updates on Council website, e-bulletin, and social media</li> </ul>
<b>7. Adopt and publish Plan</b>	<ul style="list-style-type: none"> <li>Publication of notice in local newspapers</li> <li>Press releases to advertise publication</li> <li>Letters to all who made representations on Plan</li> <li>Copies available in libraries</li> <li>Publish on Council website</li> <li>Copy to Scottish Ministers</li> </ul>
<b>8. Adopt and publish Action Programme</b>	<ul style="list-style-type: none"> <li>Copy to Scottish Ministers</li> <li>Copies available in libraries</li> <li>Publish on Council website</li> </ul>

## Contact Us



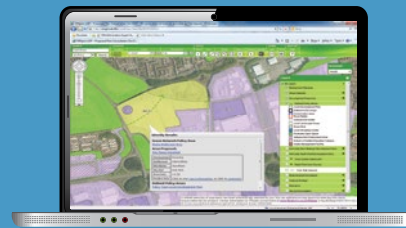
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Follow us for updates from Fife Council's Development Plan Team in Economy, Planning & Employability Services.

**[www.fifedirect.org.uk/fifeplan](http://www.fifedirect.org.uk/fifeplan)**

Visit the FIFEplan Local Development Plan web page to:

- access the online Local Development Plan (including the interactive written statement, mapping and aerial photography);
- take part in consultations, see the latest news and learn of future consultations; and
- register for the Development Plan Update (e-bulletin)



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