

Any advice provided under this service is given on the basis of the professional opinion of the officer(s) concerned, based on the information provided and the planning policies and site constraints prevailing at the time, and any views expressed are not intended to prejudice the Council's determination of any subsequently formal planning application.

This pre-application advice has been specifically prepared for The Highland Council as the applicant and Archial NORR as the agent for the proposed development at Torvean, land to south of Golf View Terrace, Inverness, IV3 8VV.

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## 1. Proposed Development

This proposal is for the residential development of 160 houses in a home zone environment, as detailed in The Highland Council: Torvean and Ness-side Development Brief.

## 2. Summary of Key Issues

The application is likely to be supported subject to an application addressing the following key issues.

### ***Natural Heritage, Landscape and Historic Environment***

- Potential impacts on European and other protected species.
- Site Topography
- Open Space and Planting
- Maintenance and Management of boundary planting
- The site proposed for development is considered to have archaeological potential.

### ***Flooding and Drainage***

- Flood risk from all sources should be assessed
- Deculverting of the Torvean Drain
- Minimum 6m buffer strip alongside watercourses / waterbodies
- Connection to public sewer
- Assessment of flood risk
- Drainage using SUDS
- Culvert survey and possible deculverting
- Soils balance

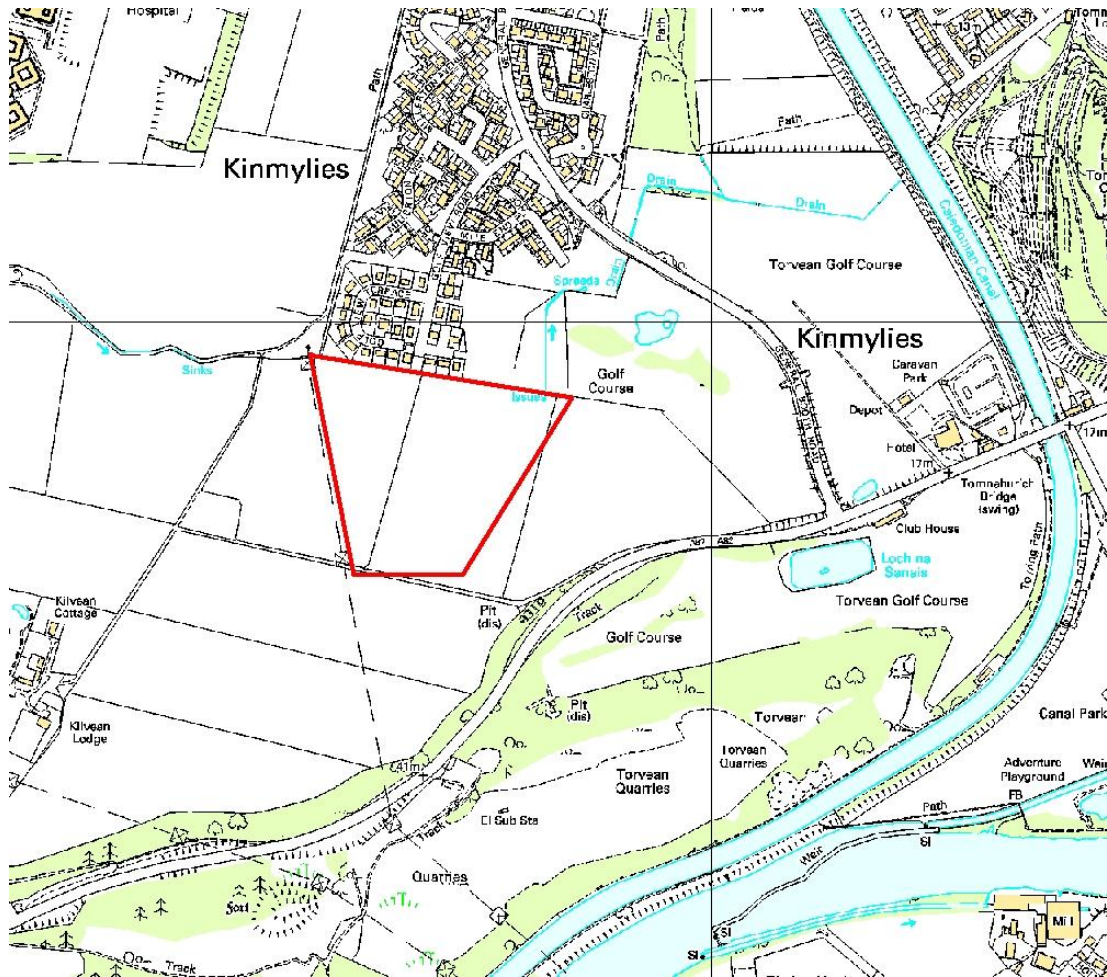
### ***Roads and Access***

- Impact on local/trunk road network.
- Active Travel
- Scoping agreement with TECS and Transport Scotland in advance of Transport Assessment.
- Impact Assessment required, identifying any transport impact associated with the development, as well as details of any mitigation measures which may be required.
- Any proposed diversion to the Great Glen Way [also a core path] may require Ministerial approval and a diversion order. The extent of any diversion should be explored early with the relevant officer in the Council and Scottish Natural Heritage.
- Access management should complement the proposals of the golf course.
- There should be links to the Great Glen Way and other paths.
- Buffers and other areas of open space could serve as part of the internal paths network.
- Consideration should be given to cyclists as well as walkers in the design of remote paths and links.

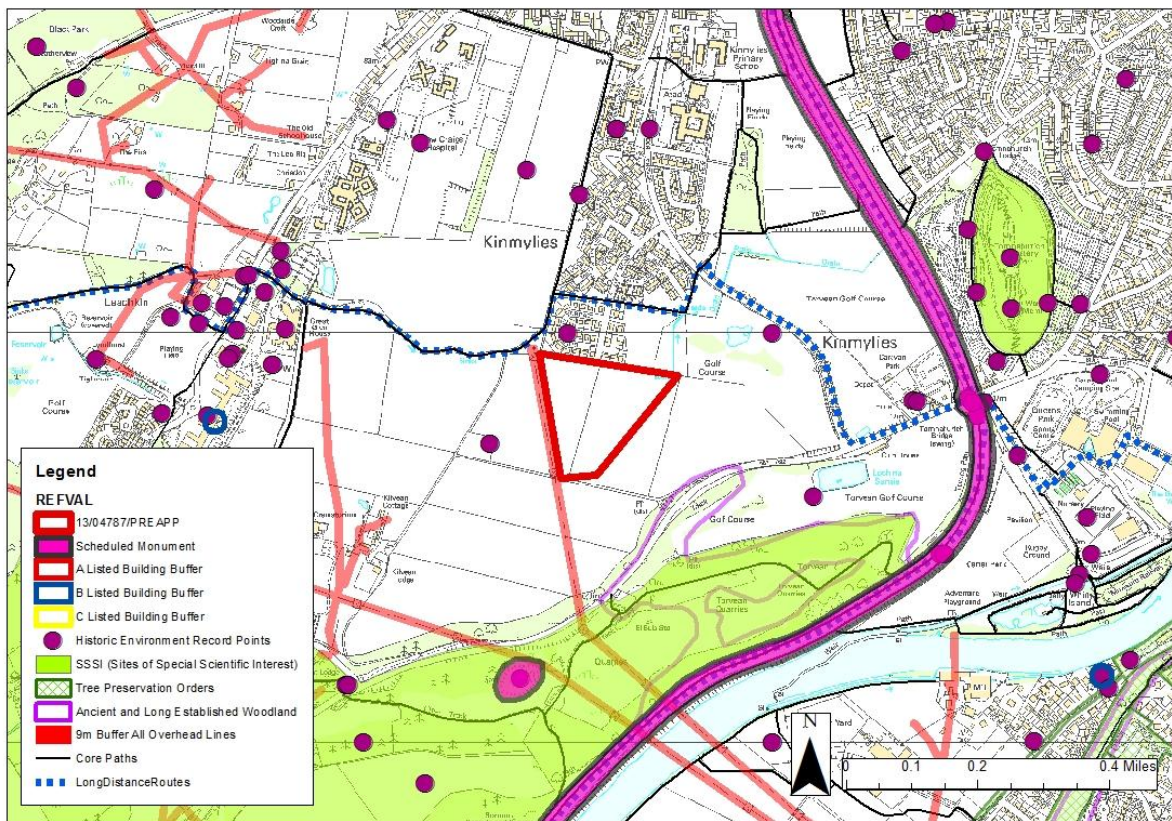
## 3. Background Information

Site area	6.01 ha	
Existing Land Use(s)	Agricultural	
Grid Reference	E: 264540	N: 843952

4. Location © Crown Copyright. All Rights Reserved. 100023369 2013



5. Constraints © Crown Copyright. All Rights Reserved. 100023369 2013





## 6. Photographs of site



## 7. Development Plan Designation and Planning Policy Appraisal

### Highland wide Local Development Plan (HwLDP) (Adopted April 2012)

The HwLDP allocates all of the pre-application proposal area as part of a wider mixed use development under **Policy 8 Ness-side and Charleston**. This policy announces the intention to provide statutory supplementary guidance via a development framework (development brief). The key requirements for the wider Charleston site are completion of the residential neighbourhood and a distributor road connection between Leachkin and General Booth Roads. The proposal complies with the principle of this policy.

**Policy 28 Sustainable Design** outlines the Council's support for developments which promote and enhance the social, economic and environmental wellbeing of the people of Highland. The policy lists a range of "material consideration" type criteria against which proposals will be assessed. Of particular relevance, are the criteria on service provision, non car accessibility, and heritage, social and economic impacts. The policy test for non conformity is significant detriment across the range of criteria that are relevant to the particular proposal(s). The balance of impacts against these criteria are (arguably) positive and certainly don't represent significant detriment.

**Policy 29 Design Quality and Place-Making** is relevant and the proposed use of "Designing Streets" principles in the draft layout is welcomed. The steeper slope in the north west of the site may impose a constraint in terms of road visibility and practicable swept path routing for service vehicles. Any future (full) application will need to consider this issue in detail and if necessary reduce the housing density to ensure a practicable layout.

**Policy 30 Physical Constraints** is relevant in terms of the adjoining high voltage overhead lines. The application red line boundary should ensure a minimum 12m set back from the centre line of the pylon towers to minimise any future householder amenity issues and to achieve a safety set-back from the golf course on the other side of the lines.

**Policy 31 Developer Contributions** allows the Council to seek from the developer a fair and reasonable contribution in cash or kind towards additional costs or requirements for improved public services, facilities or infrastructure. The occupation of development on the site is dependent upon completion of Stage 2 of the West Link Road scheme (crossing the canal and connecting to the A82) and should contribute towards its completion. It should also contribute at least 25% affordable housing and monies towards primary and secondary education provision at Kinmylies and Charleston respectively. Other contributions are listed within the Torvean and Ness-side Development Brief - available via: <http://www.highland.gov.uk/yourenvironment/planning/developmentplans/developmentbriefsandframeworkplans/torveanandnesssidedevelopmentbrief.htm>

**Policy 55 Peats and Soils** requires development proposals to demonstrate how they have avoided unnecessary disturbance, degradation or erosion of peat and soils. Any application should demonstrate how topsoil will be used within the development or if required within the adjoining golf course layout.

**Policy 56 Travel** requires development proposals that involve travel generation to include sufficient information with the application to enable the Council to consider any likely transport implications, and, amongst a number of requirements, requires that such developments can be served by the most sustainable modes of travel. This location currently has poor accessibility and improvements will be sought to achieve better active travel and public transport connections.

**Policy 64 Flood Risk and Policy 66 Surface Water Drainage** are relevant. The new SEPA mapping shows a 1 in 200 year or more frequent pluvial flood risk area running through the site. This may also be the course of an underground culvert / field drain. This matter should be investigated by detailed Flood Risk and Drainage Impact Assessments given the clay soils in this area, the slope, the existing drainage problems with development up slope of this site and the prospects of further development in this area.

**Policy 77 Public Access and Policy 78 Long Distance Routes** are relevant in terms of the need to at least ensure no net detriment to existing access routes and their setting. The impact on the setting of the Great Glen Way should be assessed and if necessary mitigated and the housing area should have footpath connections to the surrounding golf course where this is compatible with safety considerations.

**Supplementary Guidance: Torvean and Ness-side Development Brief (statutory adoption Nov 2013)**

The Brief (link above) provides detailed layout, density, access, phasing and developer contributions guidance for this site. The Brief provides an indicative housing capacity of between 130 and 156 units on the Barron land at Charleston / Torvean. The 160 unit proposal is just beyond the upper end of this range and is in contrast to the low density development at Golf View Terrace to the north. The site is also at a key tourist gateway into the City and therefore its impact on views from the A82 should be carefully considered. Accordingly, if this number is to be achieved without compromising neighbour and public amenity then the site's edges require careful treatment to reduce the impression of high density development. This may be by selective planting and/or more peripheral open space and therefore development set-back. The removal of front gardens has been used as a space saver and this is acceptable provided sufficient parking and service vehicle routing is available.

The Brief indicative masterplan suggests that (longer term) a bus route will penetrate the Golf View housing area via a 6m distributor connection from Leachkin Road to General Booth Road through the gap that has been left for this purpose to the north of Golf View Terrace. Any future application should address the issue of public transport accessibility to ensure, where possible, all future households are within 400m of a bus stop. The pre-applicant may wish to consider that route shown in the Brief or an interim solution of a shorter loop through the proposed development if the NHS Highland land to the north west is developed at a later date. Another (poorer) interim measure would be to add a more direct pedestrian connection to the existing bus stops on General Booth Road. Provision should be made after liaison with NHS Highland / Robertson to ensure no ransom exists in the completion of the distributor link road and its bus route. The Brief indicative masterplan shows a secondary vehicular connection to General Booth Road. The completion of this link will depend upon the location, size and layout of the new golf club house and whether housing development is pursued on the Council owned land to the north east of the pre-application site. At the very



least, an emergency vehicles and pedestrian access route should be considered on this alignment.

Other relevant statutory supplementary guidance includes those on Developer Contributions and Flood Risk and Drainage Impact Assessment. These all form part of the approved development plan.

### **Overall Development Plan Conformity**

Taking all the above considerations into account, the principle of the pre-application proposal accords with the extant development plan. However, there are matters of detail which require further examination - in particular the amenity impact of this density of development, drainage and access - to ensure any future application is in overall conformity.

## **8. Sustainability**

Reference should be made to the [Council's Sustainable Design Guide: Supplementary Guidance](#) for advice & guidance on a range of sustainability topics, and a Sustainable Design Statement produced that addresses the relevant issues detailed in guidance's check list. Supporting information should be provided on the standards set out in the checklist where it is relevant to scale, type and size of your proposal.

A Sustainable Design Statement is required.

## **9. Natural Heritage**

### **SNH**

Our advice is focussed on designated sites and protected species that could be affected by this proposal.

This proposal is outwith any designated sites and unlikely to impact those in the surrounding area.

There are also potential impacts on European and other protected species (including otter, bats, red squirrel, badger, great crested newt etc.). Surveys for these species have been completed as part of the Inverness West Link Road proposal and should be able to inform this proposal. We are happy to advise further on survey findings and mitigation.

We understand that Highland Council staff will be advising on implications for landscape, greenspace, amenity, access, the Great Glen Way, woodlands and scope for habitat enhancement.

We remain available to give more detailed advice to the developer and the Council should this proposal be taken further.

### **Landscape**

**Design:** The layout fully considers the site topography from the outset and which brings access roads parallel to the contours in keeping with traditional Highland forms. Likewise it is good to see the principles of Designing Streets being applied. At this stage the form of the development looks very promising and we would look for these principles to be carried through to the detailed designs.

Full detail of site levels will be expected with a full application. This will include contour plans showing both proposed and existing, as well as cross-sections through the development. Both of these should extend far enough beyond the site to demonstrate how site topography has been related to the surrounding ground.

**Open Space:** At present the open space provision within the site seems relatively limited, and I would expect to see a design strategy or concept which follows through the rationale of space provision and hierarchy, to ensure that this is both fully considered and explained.

**Boundary Planting:** the Masterplan indicates boundary planting around the site. This falls into two categories; planting between the proposed development and the golf course and planting between existing and proposed housing development.

Planting between existing and proposed housing – this planting is shown up to 10m deep. It may be that existing residents would welcome this separation and privacy from new development on what they have previously enjoyed as open space, but it may also be that once the planting is established and gains some height that it may feel like an unnecessary barrier which creates shady gardens and excludes more of the view than is required. Given the small number of households involved on the existing site, it would be practicable to canvass opinions directly and I would recommend this course.

In practical terms, if boundary planting is to be retained along this line, detailed consideration needs to be given to both the organisational arrangements for maintenance and how physical access for maintenance will be arranged. Planting areas between garden boundaries can frequently become a repository for garden waste from neighbouring properties.

Boundary Planting at the Golf Course edge. As discussed at the pre-application meeting, the designers expect that this area will be supplementary to boundary planting on the golf course side and that it will not form a continuous barrier of trees. This will allow some outward views to be maintained. I would also suggest that as the housing plan develops and individual house and window locations are known, planting should be designed to respond to the housing. Likewise maintaining key gaps should be identified as an objective for the ongoing Landscape Management Plan.

**Other Planting:** There is a lot of planting indicated within the site at present, but it is not yet clear how much of this is indicative of expectation of residents' own garden-making and what is intended to be public. I look forward to seeing clarity on this as the drawings develop. While there is by no means a requirement for large amounts of public planting, what is needed is that provision is made for whatever level of planting is appropriate to the design to be secured, and not be at risk of removal by those buying or occupying plots/houses.

**Materials and palettes:** Should be determined at an early enough stage to guide detailed design.

**Lighting Design:** With the site being at the edge of the built up area of Inverness, appropriate lighting design should be developed to avoid unnecessary light pollution.

## 10. Design

The Design Quality and Place Making policy (policy 29) in the HwLDP requires new development to be designed to make a positive contribution to the architectural and visual quality of the area. Furthermore development proposals must demonstrate sensitivity and respect towards the local distinctiveness of the landscape, architecture, design and layouts of their proposals.

### Design and Access Statement

The Design and Access Statement should outline the design principles and concepts that have been applied to the development and:

- (i) explain the policy or approach adopted as to design and how any policies relating to design in the development plan have been taken into account.
- (ii) describe the steps taken to appraise the context of the development and demonstrates how the design of the development takes that context into account in relation to its proposed use.
- (iii) state what, if any, consultation has been undertaken on issues relating to the design principles and concepts that have been applied to the development; and what account has been taken of the outcome of any such consultation.

Further advice on the preparation of design statements is contained in the Council's advice note on [Design and Access Statements](#) and Scottish Government [Planning Advice Note 68](#).

## 11. Amenity

### Construction Phase

#### Noise

The applicant will be required to submit a noise assessment with regard to the construction phase. The assessment should be carried out in accordance with BS 5228-1:2009 "*Code of practice for noise and vibration control on construction and open sites – Part 1: Noise*". It is expected that the developer/contractor will employ the best practicable means to reduce the impact of noise from construction activities and submit a construction management plan.

Our Service would recommend that to the construction working hours are limited such that the following condition is included.

*Operations for which noise is audible at the boundary of the site shall only be carried out between 0800 hours and 1900 hours Monday to Friday, between 0800 hours and 1300 hours on Saturdays and at no time on a Sunday or public holiday. Work requiring to be carried out outwith these times shall only commence with the prior written approval of the Planning Authority.*

### Dust

The applicant should take all reasonably practicable steps to minimise the formation of dust in the atmosphere and in the surrounding area which arises from the construction of the development. The applicant should submit a scheme for protecting neighbouring premises from dust.

### **Contaminated Land**

No potential sources identified onsite. Offsite, a closed refuse tip lies within 250m centred at NGR 264813: 843581 (Our Ref: IN-WDS-1032) approximately 187m ESE shortest feature boundary to site boundary distance – this is labelled on the 1964 map only. Shown as refuse tip fill symbology in the 1973 map however site is not labelled as 'Refuse Tip' in this map edition. Refuse tip is no longer shown in the 1977 and 1985 maps.

## **12. Transport and Wider Access**

### **TECS (Roads)**

The Flood Team will provide comment in relation to flooding and drainage; however, as the drainage strategy is progressed it is recommended that the applicant liaises closely with TEC Services (Development Control) regarding the type and detail of SUDS measures to be incorporated in the works.

The promotion of a road layout according with the principles of Designing Streets is welcomed; however, it will need to be clearly demonstrated that a safe and efficient road network will be provided. Accordingly considerable detail will be required regarding the geometry and construction of the proposed roads infrastructure. Any roads to be considered for adoption must satisfy the requirements of the Council's Roads and Transport Guidelines for New Developments.

A Transport Assessment (TA) will be required to consider the transport impacts of the development on the local and wider road network. The TA should identify all roads likely to be affected by the development and assess in detail the impact of development traffic on these roads. Where necessary, the TA should consider and propose measures necessary to mitigate the impact of development traffic.

Cumulative impact with any other planned or committed developments should be considered in the TA.

Traffic impact should be tested in the traffic model developed for the current West Link proposals.

Active travel links to existing and proposed developments should be carefully considered, including the need for new or enhanced road crossing facilities.

The Council's Safer Routes to Schools Team should be consulted regarding measures to encourage and enhance active travel to local schools.

The Council's Public Transport Section should be consulted with regard to any requirement for enhanced bus service provision or infrastructure.

A detailed scoping exercise for the TA shall be undertaken by the applicant in liaison with Transport Scotland and TECS.

The proposed provision of a secondary road link to Golf View Road is welcomed.

Should the TA satisfactorily demonstrate that a further road link between the development and General Booth Road will not be required, as a minimum there will be a need for an emergency access route connecting the site and General Booth Road.

A direct footpath link to General Booth Road, which may be provided in conjunction with the required emergency access route, will also be required.

At detailed planning stage the impact of construction traffic will need to be considered and a framework Construction Traffic Management Plan will be required.

### **Transport Scotland**

The proposal is for the construction of a residential development consisting of 160 units located on land adjacent to the A82, Torvean, southwest Inverness.

The site plan indicates that the development will be accessed from General Booth Road, which forms a junction with the A82 trunk road.

The information supporting the pre-application does not indicate what the likely traffic generation will be, or what the impact on the strategic network may be. Transport Scotland would seek an Impact Assessment

be prepared which includes an indication of the proposed vehicle trip generation, distribution and assignment, and any mitigation measures required on the Trunk Road network, should any be necessary.

In the absence of more detailed information, Transport Scotland has no further comment to make.

### **Access**

The application is in principle and the details may change. Detail that has still to be concluded includes the width and make-up of the buffer strips although it is anticipated that they will be in the public realm. Links from the development onto an anticipated path running around the golf course have also to be finalised.

The proposal will result in the loss of land over which access rights apply under the Land Reform (Scotland) Act 2003 but which seem to be rarely exercised here. Its south-western point will bisect part of the wider paths network – a track that is used by people walking and cycling between Mile End and the A82. It may also have a physical impact on the Great Glen Way should an additional road access be required off General Booth Road. That impact may require Ministerial approval and/or a diversion order under Section 208 of the Town and Country Planning (Scotland) Act 1997. Early exploration of any proposal to divert the Great Glen Way or any other core path is strongly advised.

A new residential development will mean more users of the Great Glen Way and other paths in the area as well as an increased demand for open space. The Great Glen Way may also offer a Safer Route to School. Public access rights extend to people crossing golf courses.

Since the full application for this proposal is expected to come after the application for the golf course it would be reasonable to expect this development to accommodate links onto the course's paths.

I am anxious that this proposal and the design of the golf course manage public access. Both should serve the new resident population with new recreational and functional access opportunities as well as links to existing core paths, long distance routes and the wider paths network. This should complement the principles of good access management on golf courses to minimise the impact of public access rights on the course or the flow of play.

## **13. Water**

### **Flood Team**

All development should be carried in accordance with Scottish Planning Policy (SPP) for Flooding and Drainage (paragraphs 196-211) and the Highland Council's adopted *Supplementary Guidance: Flood Risk and Drainage Impact Assessment*. It should be demonstrated that the proposed development is not at risk of flooding and will not increase the flood risk elsewhere.

The Flood Team require a **Flood Risk Assessment** (FRA) to be submitted at the earliest stage of planning to determine the potential risk of flooding from the Torvean Drain which enters into culvert at the north western corner of the site and runs along the northern boundary. The potential for culvert blockages should be considered.

We understand the north east corner of the site is regularly saturated / holds standing water. The source and extent of this risk should be assessed and development in this area should be avoided if necessary. The FRA should also consider the risk of surface water / pluvial flooding and appropriate mitigation should be proposed if required.

The FRA should be written in accordance with the Highland Council's Supplementary Guidance and we would expect calculations of peak flows within the Torvean Drain to be included.

Consideration should be given to deculverting the Torvean Drain in line with SPP; if deculverting is not considered possible, detailed reasoning should be provided. Any new culverts required for access purposes should be suitably sized to accommodate 200 year (plus an allowance for climate change) flows in the Torvean Drain.

A minimum buffer strip of 6m should be kept free from development from the top of bank(s) of any watercourse / waterbody (including land drains). Storage of materials within this area during construction is not permitted.

Appropriate use of SUDS is required to restrict runoff to pre-development (Greenfield runoff) rates. Details of the proposed drainage should be submitted in the form of a **Drainage Impact Assessment** (DIA) written



in accordance with the Supplementary Guidance. The DIA should be submitted at the earliest planning stage (PIP or FULL).

## **SEPA**

Generally the application should be supported by the information outlined in the Torvean and Ness-side Development Brief.

### **Foul drainage**

All elements of the development should connect to the public foul sewer.

### **Flood risk**

It is noted that the application site lies outwith the medium likelihood (0.5% annual probability or 1 in 200 year) flood envelope of the SEPA Flood Extent Map for coastal and fluvial flooding, though a linear area across the site is shown as potentially at risk of surface water flooding. This may indicate a natural depression on the ground, the route of a former stream channel or an area of poor drainage.

There have been reports of surface water flooding nearby in the past, which seem to arise from drainage problems and hillside runoff. There has also been some indication in the past that culverted watercourses may be present in the vicinity of the site.

We welcome the move to carry out a Flood Risk Assessment in support of the development proposals. We would highlight that all sources of flooding should be assessed and if there is evidence of culverts on the site, the watercourses should be incorporated into the development site accordingly. Ideally, any culverted watercourses should be opened, and no development can take place on top of existing culverts.

We would have no objection to previously culverted watercourses being rerouted in open channel, provided that the channels continue to drain to the natural catchment of the previous watercourse (i.e. not diverted to neighbouring catchments or sub catchments) and the FRA should demonstrate that the watercourse will not pose a risk of flooding to the development and that flood risk elsewhere will not be increased. For example, there should be no increase in flows being passed on downstream.

We would be happy to review and provide further advice on any draft reports or studies in advance of formal consultation if that is of assistance.

For your information the SEPA Flood Extent Maps have been produced following a consistent, nationally-applied methodology for catchment areas equal to or greater than 3km<sup>2</sup> using a Digital Terrain Model (DTM) to define river corridors and low-lying coastal land. The maps are designed to be used as a strategic tool to assess flood risk at the community level and to support planning policy and flood risk management in Scotland. For further information please visit [http://www.sepa.org.uk/flooding/flood\\_maps.aspx](http://www.sepa.org.uk/flooding/flood_maps.aspx).

We refer the applicant to the document entitled: “*Technical Flood Risk Guidance for Stakeholders*”. This document provides generic requirements for undertaking Flood Risk Assessments and can be downloaded from [www.sepa.org.uk/flooding/planning\\_flooding.aspx](http://www.sepa.org.uk/flooding/planning_flooding.aspx). Please note that this document should be read in conjunction Policy 41 (Part 2).

### **Surface water drainage**

It is important to ensure that adequate space to accommodate SUDS is incorporated within the site layout and SUDS should be given consideration early in the planning process when proposals are at their most fluid and modifications to layout can be easily made with less expense to the developer.

As discussed at the meeting it would seem that providing SUDS at this site may not be completely straight forward and therefore we are very supportive of the proposal that any in-principle application be supported by a full Drainage Impact Assessment, including clear plans showing the SUDS, which should follow the recognised best practice outlined in The SUDS Manual.

Residential developments of more than 50 houses require two levels of treatment for all hardstanding areas including roads. An exception is run-off from roofs which requires only one level of treatment.

Best practice requires the first level of SUDS treatment to take the form of source control and if infiltration is available at the top of the site then this could be achieved by infiltration trenches, filter drains or the like.

A second level of treatment can take the form of a basin or pond maximising opportunities for habitat enhancement and designed in accordance with Sewers for Scotland Second Edition.

Comments should be sought from the local authority roads department and the local authority flood prevention unit on the acceptability of post-development runoff rates for flood control.

#### **Existing site culverts**

In line with the requirements of the Development Brief the application should be supported by the results of a survey of the site for existing culverts. The information provided should include the survey methodology, results and photographs of the site.

If culverted watercourses are found on site, then as was mentioned above, these should be unculverted and the layout of the site revised to ensure that a minimum buffer of 6m between any the top of the bank of any watercourse and built development. The design of the works should ensure that surrounding development is not at risk of flooding. We would be very happy to provide further advice on this aspect should it become an issue.

#### **Management of soils**

We understand from the meeting that the development is likely to result in an excess of soils. Any proposals for soil use and management will need to follow our guidance *Sustainable reuse of Greenfield Soils in Construction* which is available from [www.sepa.org.uk/planning/sustainable\\_waste\\_management.aspx](http://www.sepa.org.uk/planning/sustainable_waste_management.aspx).

We ask that the in-principle application include a brief section on this, providing a rough estimate of the quantity of excess material and proposed uses. It is likely that we would then ask for a more detailed assessment as a condition.

### **14. Built and Cultural Heritage**

#### **Historic Environment Team**

Significant archaeological remains are recorded in the wider area where prehistoric settlement and burial remains have been identified.

No sites are currently recorded lying within the proposal area. However, there is potential for buried archaeological remains to survive and to be impacted by the proposed development. As any unrecorded remains would be impacted by the proposed development, It is recommended that the applicant engage suitably qualified consultants to carry out an archaeological evaluation of the proposed development area in advance of the start of works on site. The evaluation will establish the archaeological content and potential of the site. Dependent on the results of this work, further study may be required in advance of, and during, construction works. The evaluation will be backed up by desk-based research to produce a report setting out the results and any required mitigation strategy.

The evaluation can be carried out in advance of the submission of a planning application and a specification for the required work will be produced by this office on request. This is the preferred option. Alternatively, the evaluation could be carried out as a condition of any consent that may be granted.

#### Conclusion

Pending the mitigation as outlined above, there are no concerns with the proposed development in the location detailed in the plans, provided a suitable programme is in place to mitigate the impact on the archaeological resource.

Please do not hesitate to contact the Historic Environment Team if you require further clarification on any of the above.

#### **Historic Scotland**

We are aware of the proposal through SEA and discussions with Highland Council regarding developments associated with the Inverness West Link Road. I understand that the development brief relates to the layout and design of land-use in an area which is covered by two land allocations within the adopted Highland-wide and emerging Inner Moray Firth LDPs.

Direct (i.e. physical) impacts and indirect (i.e. the setting of a heritage asset) impacts on the historic environment, including the cumulative impact, should be avoided and assessed. In doing so, the developer

may find the following guidance helpful:

<http://www.historic-scotland.gov.uk/index/heritage/policy/managingchange.htm>

<http://www.historic-scotland.gov.uk/index/heritage/policy/environmental-assessment/eiafaqs.htm>

Your Council's own conservation and archaeological services will also be able to advise on potential impacts on the historic environment.

## 15. Developer Contributions

This assessment is made against the Highland Wide Local Development Plan Policy 31: Developer Contributions, the Highland Council's Developer Contribution Supplementary Guidance 2013 and the Torvean and Ness-side Development Brief 2013.

Developer contributions are a method to mitigate the impact of a development that cannot otherwise be mitigated through the planning application process and the use of planning conditions.

Please refer to the development brief which details the infrastructural requirements to support the development of the Torvean and Ness-side sites. Estimated costs per unit have been calculated (based on 100sqm unit). The contributions would be towards the provision of Education, West Link, Public Transport, Sports facilities and Public Art.

It is expected that a Section 75 Obligation would be entered into to secure the contributions.

## 16. Pre-application Procedures/Guidance

As the proposals develop we believe it would be beneficial for both gauging the opinion of the local community and also scoping potential areas of conflict which could be addressed prior to submission of the application.

When carrying out community consultation we recommend that full consideration is taken of Scottish Government Planning Advice Note 3/2010 - Community Engagement. This includes the standards for community involvement which should be adhered to. These standards are:

- Involvement
- Support
- Planning
- Methods
- Working together
- Sharing information
- Working with others
- Improvement
- Feedback
- Monitoring and evaluation

It is advisable to take into consideration all of the comments made by members of the public before a planning application is submitted to ensure that the public feel they have had an influence over the proposals. For public consultation it may be useful to use the SP=EED tool developed by Planning Aid Scotland. This builds on the Standards for Community Engagement set out in PAN 3/2010. This is available online at <http://www.planningaidscotland.org.uk>.

### ***Design Review Panels***

The purpose of design review panels are to raise the quality of the built environment by securing well designed places and buildings that respect and contribute positively to their settings, promote aspiration and a sense of belonging and use resources sensibly.

There are two design review panels which you may be able to utilise (contact details are provided at the end of this pack):

#### *PLACE – Inverness Design Review Panel*

PLACE brings together experts in architecture and design to consider projects ahead of planning applications being submitted to Highland Council. The design review panel considers the environmental



aesthetic and the quality of the architecture not cost or whether it would be acceptable in terms of planning policy. It is supported by the Inverness Architectural Association, the Royal Town Planning Institute, Inverness Civic Trust and the Inverness City Heritage Trust. PLACE makes recommendations to applicants and its report forms part of the material available to planning officers and where necessary Planning Applications Committee.

### *Architecture and Design Scotland*

Architecture and Design Scotland is the national champion for good architecture and sustainable place making. Their primary focus is on development of national importance and/or strategic significance but they also consider other projects that raise design issues of wider relevance. Two forums of direct engagement are offered, Design Forum Workshops and written scoping responses. The forum comprises an Architecture and Design Scotland Design Advisor and independent panel members that represent a broad variety of design and development professionals, all of whom have a thorough understanding of design and track record of achievement.

### **Processing Agreements**

A processing agreement is a way of helping developers, the Council and relevant stakeholders work together through the planning process. It involves setting out the key stages involved in deciding a planning application, identifying what information is required from whom and setting time scales for the various stages of the process.

The Council actively encourages the use of processing agreements for major applications. You are advised to contact the Council's Major Application Team with a view to agreeing a Processing Agreement at the earliest possible opportunity. Contact details are provided in section 18 towards the end of this pack.

### **Proposal of Application Notice**

The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008 require that for any major development (comprising 50 or more dwelling or exceeding 2 ha.) pre-application consultation must be undertaken. This requires a formal Proposal of Application Notice to be submitted to the Planning Authority at least 12 weeks prior to any formal planning application being lodged and any subsequent planning application must be accompanied by a Pre-application Community Consultation report. Further information is provided on the Council website, see:

<http://www.highland.gov.uk/yourenvironment/planning/pre-application-advice/statutory-preapplication-consultation.htm>

### **Environmental Impact Assessment Screening**

The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 requires that major applications must be screened to determine whether an Environmental Impact Assessment (EIA) is required to support a planning application. This proposal is therefore required to be screened. A formal request for a Screening Opinion should be made in writing to the Planning Authority. An EIA Screening Opinion form can be downloaded from the Council's website by following the link below. At present it is not possible to do this online.

<http://www.highland.gov.uk/yourenvironment/planning/planningapplications/applyforplanningpermission.htm>

### **Community Councils**

In terms of the appropriate Community Councils to consult, the proposal is located within the Inverness West Community Council area. A development of the nature proposed may affect a number of adjacent Community Councils; as such it is recommended that adjacent Community Councils are also consulted. The Ward Manager (Stewart Wardlaw) can provide advice further in this regard if required. Contact details for all community Councils can be found on the link below:

<http://www.highland.gov.uk/livinghere/communitiesandorganisations/communitycouncils/>

### **Access**

It would be beneficial to at this stage consult with the local Disability Access Panel. The contact details for your local panel is:

- Inverness Access Committee, c/o Shopmobility, Falcon Gallery Car Park, Inverness, IV2 3PR

For general advice in relation to the removal of barriers and the promotion of equal access for all people affected by disability for your development contact the [Scottish Disability Equality Forum](#), 12 Enterprise House, Springkerse Business Park, Stirling, FK7 7UF. Telephone: (01786) 446456.

### **Councillors Code of Conduct**

It would be beneficial for you to be familiar with the Councillors' Code of Conduct. This is available online [from the Scottish Government's website](#).

### **17. Any other appropriate information**

#### **Gaelic**

In line with the Council's ongoing commitment to promote the increased use of Gaelic in developments within the Highlands, you are encouraged to consider the use of bilingual signs - both internal and external - as part of your proposal. Our Gaelic Translation Officers are able to provide additional advice and help with translations, if required.

For further information and guidance, please contact the Council's Gaelic Translation Officer on (01463) 724287 or visit <http://www.gaidhealtachd.gov.uk>.

To download a copy of the Council's 'Using Gaelic in Signs' advice note, please visit:

<http://www.highland.gov.uk/yourenvironment/planning/planningapplications/Adviceandguidance.htm>.

For details on grant funding for bilingual signage, please contact Comunn na Gàidhlig on (01463) 724287 or visit [www.cnag.org.uk](http://www.cnag.org.uk).

### **18. Contacts**

Major Applications Team Planning and Development Service Council Headquarters Glenurquhart Road Inverness IV3 5NX	<b>E-mail</b> <a href="mailto:devplans@highland.gov.uk">devplans@highland.gov.uk</a>	<b>Phone</b> 01463 702259
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### **Highland Council**

<b>Contact</b>	<b>Email</b>	<b>Phone</b>
Allan Todd, Area Planning Manager South	<a href="mailto:Allan.Todd@highland.gov.uk">Allan.Todd@highland.gov.uk</a>	01463 255181
Nicola Drummond, Team Leader	<a href="mailto:Nicola.Drummond@highland.gov.uk">Nicola.Drummond@highland.gov.uk</a>	01463 255184
Tim Stott, Development Plans	<a href="mailto:Tim.Stott@highland.gov.uk">Tim.Stott@highland.gov.uk</a>	01463 702265
Stewart Eastaugh, Access Officer	<a href="mailto:Stewart.Eastaugh@highland.gov.uk">Stewart.Eastaugh@highland.gov.uk</a>	01463 255287
Anne Cowling, Landscape Officer	<a href="mailto:Anne.Cowling@highland.gov.uk">Anne.Cowling@highland.gov.uk</a>	01463 702509
Nancy Merriman, Planning Gain Negotiator	<a href="mailto:Nancy.Merriman@highland.gov.uk">Nancy.Merriman@highland.gov.uk</a>	01463 702899
Zoe Skinner, Environmental Health	<a href="mailto:Zoe.Skinner@highland.gov.uk">Zoe.Skinner@highland.gov.uk</a>	01463 785046
Zoe Smith, Flood Team	<a href="mailto:Zoe.Smith@highland.gov.uk">Zoe.Smith@highland.gov.uk</a>	01349 868801
Kirsty Cameron, Historic Environment Team	<a href="mailto:Kirsty.Cameron@highland.gov.uk">Kirsty.Cameron@highland.gov.uk</a>	01463 702504
Fred McIntosh, Transport Development Officer	<a href="mailto:Fred.Mcintosh@highland.gov.uk">Fred.Mcintosh@highland.gov.uk</a>	01463 252941
Scott Barclay, Contaminated Land	<a href="mailto:Scott.Barclay@highland.gov.uk">Scott.Barclay@highland.gov.uk</a>	01463 228730
Elaine Watt, Planner	<a href="mailto:Elaine.Watt@highland.gov.uk">Elaine.Watt@highland.gov.uk</a>	01463 255191

#### **Outside Agencies**

Susan Haslam (SEPA)	<a href="mailto:Planning.Dingwall@sepa.org.uk">Planning.Dingwall@sepa.org.uk</a>	01349 860359
Nathan McLaughlan (SNH)	<a href="mailto:Nathan.mclaughlan@snh.gov.uk">Nathan.mclaughlan@snh.gov.uk</a>	01349 865333
Nicola Hall (Historic Scotland)	<a href="mailto:Nicola.Hall@scotland.gsi.gov.uk">Nicola.Hall@scotland.gsi.gov.uk</a>	0131 668 8092
Lesley Logan (Transport Scotland)	<a href="mailto:Lesley.Logan@jmp.co.uk">Lesley.Logan@jmp.co.uk</a>	0141 221 4030

## Planning Application Submission Checklist

If there is a tick next to one of the following documents then we will require you to submit it along with your application for planning permission. If you choose not to follow our advice and do not submit one of the required documents then we will expect a justification for this. A form for this which should be submitted with your application is available to download from <http://www.highland.gov.uk/>

Natural Heritage	Landscape and Visual Impact Assessment	
	Landscape Plan (supported by design concept/rationale information)	✓
	Landscape Maintenance/Management Plan (proposals & objectives)	✓
	Contour Plans and Cross-sections	✓
	Protected Habitat Survey	
	Protected Species Survey (already carried out for West Link Road)	✓
	Tree Survey	
Design	Design Brief and/or Master Plan	
	Design and Access Statement	✓
	Sustainable Design Statement	✓
Amenity	Contaminated Land Report	
	Dust Survey	✓
	Noise Impact Assessment (for construction phase)	✓
	Waste Strategy	
Transport and Wider Access	Transport/Traffic Impact Assessment	✓
	Scottish Transport Appraisal Guidance (STAG)	
Water	Flood Risk Assessment	✓
	Drainage Impact Assessment	✓
	Sustainable Urban Drainage System Plan	✓
Built and Cultural Heritage	Archaeological Evaluation	✓
	Conservation Statement	
	Structural Survey	
Public Consultations	Pre-application Consultation Report	✓
Miscellaneous	Minerals (mitigation and restoration management plan)	
	Retail Assessment	
Any other appropriate document	Extent of any potential diversion to the Great Glen Way and core path[s]. Need for Ministerial and Planning Authority approval. Access management Plan submitted with application	✓

## Environmental Impact Assessment

### Screening

The Council is obliged to screen development proposals that may require an Environmental Impact Assessment (EIA). Unless specifically requested it is not the Council's intention to automatically screen proposals and issue a formal Screening Opinion.

The Highland Council Screening response was issued on.....	
The Highland Council Screening response is attached	
The Highland Council Screening response <b>is not</b> attached because it was not requested.	✓