

# Report of Conformity with Participation Statement April 2017

## **Introduction**

The Caithness and Sutherland Modified Proposed Local Development Plan (CaSPlan) has been prepared in line with the consultation commitments the Council made in the Development Plan Scheme's Participation Statement. CaSPlan has been through a series of public engagement activities, and delivering a Plan that meets community objectives has been a fundamental principle.

## **What is this document?**

This is the CaSPlan **Report of Conformity with Participation Statement** that sets out how the Council has delivered on the consultation commitments made in the Participation Statement to date. It is required by law through The Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006: Section 18(4)(a)(i).

## **What steps have been taken to prepare the Plan?**

Initial work for CaSPlan began in February 2013 and four Development Plan Schemes have been published that together cover the period of the Plan's preparation. This means different stages of the Plan have been prepared under different Participation Statements. The main plan stages are summarised below.

- Stage 1: Call for Sites & Ideas including Wick & Thurso Charrettes
- Stage 2: Main Issues Report
- Stage 3: Proposed CaSPlan
- Stage 4: Modified Proposed CaSPlan
- Stage 5: Modified Proposed Plan to Examination
- Stage 6: Adopt CaSPlan

Stages 1 to 5 are covered in this report. Stage 6 will be completed in due course once the process of examination by Scottish Ministers is complete.

The appendix to this report evidences the consultation efforts for the stages outlined below.

## Stage 1: Call for Sites & Ideas and Wick & Thurso Charrettes

### *Gathering Evidence for the CaSPlan Main Issues Report*

(2013 Participation Statement)

Preparation of CaSPlan began in February 2013 with Charrettes for the settlements of Wick and Thurso. Following this, a series of consultation efforts were undertaken, including the North Highland Onshore Vision - an exercise to identify onshore support sites for offshore renewables, and a Call for Sites and Ideas exercise. This included informal engagement with public sector organisations (including Key Agencies), and writing to a range of stakeholders including Community Councils, public and private sector contacts and all consultees indicating an interest in the area on our consultation database. We also undertook mini-charrettes at high schools across the Plan area and promoted the Call for Sites and Ideas stage through a range of media.

<b>What our Participation Statement said</b>	<b>What we did</b>
We will identify and involve people and organisations who have an interest in what we are doing	<ul style="list-style-type: none"> <li>▪ We wrote to all Community Councils in the Plan area on 05/8/13</li> <li>▪ We wrote to all public contacts on our consultation database on 03/09/13</li> <li>▪ We wrote to all agents on our consultation database on 03/09/13</li> </ul>
We will gather evidence of what we need people to be involved in, and the resources available, and use this evidence to agree: <ul style="list-style-type: none"> <li>▪ Why we want to involve people and organisations;</li> <li>▪ What we will involve them in;</li> <li>▪ How long it will take, and</li> <li>▪ What we will do to involve them</li> </ul>	<ul style="list-style-type: none"> <li>▪ We identified that as well as having site suggestions, strategic ideas were important; hence our call was for site suggestions as well as ideas</li> <li>▪ In our letters we explained why we were asking groups and people to get involved, told them what we were involving them in, and explained how the process works and what the engagement would involve</li> </ul>
We will identify and overcome any problems that could stop people getting involved	<ul style="list-style-type: none"> <li>▪ We ensured that people were well informed about what the call for sites and ideas consultation was about, and made sure it was easy to submit suggestions, providing a simple online form and guide setting out key information</li> <li>▪ We contacted equality groups to provide equal opportunities for everyone to get involved on 10/09/13</li> </ul>
We will use methods of involving people and organisations that meet our and their needs	<ul style="list-style-type: none"> <li>▪ We wrote to Community Councils and all other contacts on 5/8/13 and 3/9/13 respectively</li> <li>▪ We engaged informally with a range of Council services, other public sector organisations and groups from the third sector</li> <li>▪ We ran mini-charrette events at all High Schools across the Plan area</li> <li>▪ We made a series of Press Releases to promote the Call for Sites and Ideas exercise from December 2012 to February 2013</li> </ul>

	<ul style="list-style-type: none"> <li>We promoted Wick and Thurso Charrettes in local media and online through Facebook and Twitter and used a Live Feed display from our twitter account during the events</li> </ul>
We will use clear procedures that allow the people and organisations taking part to work together effectively and efficiently	<ul style="list-style-type: none"> <li>We followed a structured approach, launching the consultation through a range of media (e.g. Facebook, Twitter, Local newspapers, the Council's website) to ensure maximum reach, directly contacting individuals and organisations, and setting out the key information online and in our user guide</li> </ul>
We will make sure that we share information between the people and organisations taking part	<ul style="list-style-type: none"> <li>We set out clear and relevant information in all of our correspondence and promotional materials</li> </ul>
We will work efficiently with others who are interested in getting involved in planning	<ul style="list-style-type: none"> <li>We undertook inclusive engagement by targeting the widest possible audience through a range of media, for example using Press Releases, and Facebook and Twitter posts.</li> <li>We held a 'Launch Event' for Wick and Thurso Charrettes with key stakeholders to promote and build early momentum for the event</li> </ul>

**Key evidence** (See Appendix 1):

- Letters to Community Councils, public, agents and equalities groups
- Call for sites guide
- Press release
- Call for sites and ideas advert
- Facebook and twitter posts
- Links to relevant committee reports to show how we considered all comments- e.g. the summaries of comments and our responses
- Charrette collage

## Stage 2: Main Issues Report

*Prepare, publish & consult on Main Issues Report*

(2014 Participation Statement)

Following the success of the Call for Sites and Ideas engagement, the team analysed submissions and arrived at a set of preferred options, which were published and consulted on as the Main Issues Report. We ensured sufficient time for consultation, running from October 2014 to February 2015. As well as holding evening workshops at locations across the Plan area, we held day time drop-in sessions. Alongside a successful response to the Main Issues Report consultation, we received further suggestions for sites and ideas. We ran an 'Additional Sites and Issues Consultation' to give people the opportunity to consider and comment on the new sites and ideas suggested. A member of the CaSPlan Team also attended the Planning Aid Scotland SP=EED training and the participation followed its principles.

What our Participation Statement said	What we did
Work closely with the local media to let you know about how you can get involved	<ul style="list-style-type: none"> <li>▪ We published a statutory notification in the John O'Groats Journal and Northern Times newspapers on 31/10/14</li> <li>▪ We commissioned an Article on CaSPlan in the local business publication 'Executive Magazine' on 11/11/14</li> </ul>
Expand our involvement with the public by using social media including our blog, Facebook and Twitter pages	<ul style="list-style-type: none"> <li>▪ We promoted the Main Issues Report consultation extensively on Facebook and Twitter, investing in promoted posts with Facebook to maximise the reach of our engagement</li> <li>▪ Prior to the launch of the consultation, the team 'liked' and 'followed' relevant community and interest groups in the Plan area to maximise reach of our posts</li> </ul>
Make responses to our consultations available online	<ul style="list-style-type: none"> <li>▪ All of the Call for Sites and Ideas suggestions were collated in a spreadsheet and made available as a download on the CaSPlan webpage</li> </ul>
Ask you for your feedback on how we are getting you involved	<ul style="list-style-type: none"> <li>▪ A specific questionnaire was included to give people the opportunity to rate the quality of our consultation efforts</li> </ul>
Make better use of information technology in our consultations	<ul style="list-style-type: none"> <li>▪ As well as accepting written submissions to the Main Issues Report, a bespoke online survey was designed to make it easy for people to respond</li> </ul>
Provide paper copies of all of our newly published and consultation documents in our service points and libraries	<ul style="list-style-type: none"> <li>▪ Paper copies of the Main Issues Report were distributed to all Libraries and Service Points in the Plan area. Hard copies were also sent to all Community Councils</li> <li>▪ Posters were provided to all locations hosting a public copy of the Plan to advertise the fact</li> </ul>
Provide regular updates by email and post on the work that we are doing	<ul style="list-style-type: none"> <li>▪ We sent a leaflet about the Main Issues Report consultation to 22,537 addresses across the Plan area on 10/11/14</li> <li>▪ We notified every neighbour within 30m of sites identified in the Main Issues Report on 17/11/14</li> <li>▪ We wrote to everyone on our consultee database that</li> </ul>

	registered an interest in the CaSPlan area to keep them informed about the Main Issues Report consultation on 06/11/14
Work with our service centre to make sure you can contact the people producing the plans effectively	<ul style="list-style-type: none"> <li>We briefed our service centre staff on the key information about the consultation and provided them with direct dial numbers for all members of the CaSPlan team</li> </ul>
Work closely with community groups and volunteers to encourage people to get involved in Planning	<ul style="list-style-type: none"> <li>We sent lesson packs with learning materials, a presentation and lesson plan to all the schools visited at Call for Sites and Ideas stage</li> <li>We worked with <a href="#">Citizens Online</a> to ensure our online consultation efforts were inclusive</li> </ul>
Use public meetings and committees to update you on how work is progressing	<ul style="list-style-type: none"> <li>We held drop-in events and evening workshops across the Plan area between 18/11/14 and 26/1/15</li> <li>We sought approval from the Caithness and Sutherland Area Committee to consult on the Main Issues Report</li> <li>We kept the Elected Members briefed on the progress of CaSPlan</li> </ul>
Provide easy-to-understand guides about certain aspects of development planning, including online videos to explain some of our larger pieces of work	<ul style="list-style-type: none"> <li>We provided an interactive online Main Issues Report, online user guides, and both were available in hard copy.</li> <li>We distributed leaflets and flyers by post and at consultation events</li> </ul>

**Key evidence** (see Appendix 1):

- Statutory notification advert
- Executive magazine article
- Call for Sites download page
- Feedback questions from survey monkey
- Poster advertising hard copy of report available
- MIR leaflet
- MIR Neighbour Notification
- User guides

### Stage 3: Proposed CaSPlan

*Prepare, publish and consult on Proposed Plan*  
(2015 Participation Statement)

Following the successful consultation on the Main Issues Report, the team analysed comments, reported them to committee and produced the Proposed Plan. The Council invested in new consultation software, Objective. After attending training the team focused efforts to ensure the Proposed Plan was an accessible, easy to read and well presented document that reflected the priorities for the area.

What our Participation Statement said	What we did
Produce interactive online documents that are easy to read and comments on	<ul style="list-style-type: none"> <li>▪ We prepared and published Proposed CaSPlan in our new consultation portal, providing an environment to interact with the plan and submit comments online</li> </ul>
Include clear maps and graphics in our documents	<ul style="list-style-type: none"> <li>▪ We designed and included simple maps for places with allocations in the Plan</li> <li>▪ We focused efforts on refining the strategy map to make it clearer and easy to understand</li> </ul>
Use a range of media to keep you up to date and let you know how and when you can get involved	<ul style="list-style-type: none"> <li>▪ We advertised the publication and consultation in local newspapers and online through Facebook, Twitter and the Council's website</li> <li>▪ We have produced a series of press releases to ensure maximum promotion of the Plan</li> <li>▪ The email footer of all Planning Officers concerned with the CaSPlan area will include a promotional sentence about the Plan consultation and a link to the portal</li> <li>▪ We wrote to everyone within 30 metres of an allocated site in the Plan, going beyond the minimum 20 metre Neighbour Notification requirement</li> <li>▪ We wrote to everyone on our consultee database that registered an interest in the CaSPlan area to keep them informed about the Proposed Plan consultation on 22/01/16</li> </ul>
Provide copies of plans in Service Points and Libraries	<ul style="list-style-type: none"> <li>▪ All Service Points and Libraries in the CaSPlan area (and in nearby Tain) had a hard copy of the Proposed Plan and of the Action Programme and information leaflets</li> <li>▪ Posters were also provided so that Service Points and Libraries could advertise that hard copies were available</li> </ul>
Work with community groups and stakeholders to encourage them to participate	<ul style="list-style-type: none"> <li>▪ The Proposed Plan is aligned with the Highland Community Planning</li> </ul>



	<p>Partnership's Single Outcome Agreement (3)</p> <ul style="list-style-type: none"> <li>▪ We sought endorsement of the emerging Proposed Plan from the Highland Community Planning Partnership</li> <li>▪ In devising the Action Programme, we consulted a range of stakeholders about actions relevant to them</li> <li>▪ We wrote to all Community Councils and provided posters and information leaflets to encourage them to raise awareness about the consultation and include agenda items about the Plan at their meetings</li> </ul>
<p>Use public meetings and committees to provide regular progress updates</p>	<ul style="list-style-type: none"> <li>▪ We presented our intended approach to prepare the Proposed Plan to the Council's Caithness and Sutherland Area Committee 26/05/15</li> <li>▪ We sought approval for publishing and consulting on the Proposed Plan from the Council's Planning, Development and Infrastructure Committee 04/11/15</li> <li>▪ We attended Community Council training events to promote the Proposed Plan consultation</li> </ul>
<p>Maintain our availability so you can speak with the people preparing the plans</p>	<ul style="list-style-type: none"> <li>▪ We provided details of the consultation, and how to access the Proposed Plan online to the Service Centre as first point of contact for public getting in touch</li> <li>▪ We also provided contact details for the relevant Planning Officers and their geographical area of responsibility to the Service Centre so that people could be quickly directed to the right person where necessary</li> <li>▪ To give people ample opportunity to comment, we consulted for 8 weeks rather than the statutory minimum 6 weeks</li> </ul>

**Key evidence:**

- Proposed CaSPlan shown in our online consultation portal (Objective)
- Links to relevant committee reports
- Information leaflet and poster



## Stage 4: Modified Proposed CaSPlan

### *Preparing and consulting on the Modified Proposed CaSPlan*

(2016 Participation Statement)

Following a decision by the Caithness Committee on 31<sup>st</sup> August 2016 to remove two sites from Thurso a Modified Proposed Plan was prepared and published for consultation.

What our Participation Statement said	What we did
Produce interactive online documents that are easy to read and comment on	<ul style="list-style-type: none"> <li>▪ We prepared and published Modified Proposed CaSPlan in our consultation portal, providing an environment to interact with the plan and submit comments online</li> </ul>
Include clear maps and graphics in our documents	<ul style="list-style-type: none"> <li>▪ We designed and included simple maps for places with allocations in the Plan</li> <li>▪ The questions in the online consultation were written to include detail about where changes had been made in the Plan</li> </ul>
Use a range of media to keep you up to date and let you know how and when you can get involved	<ul style="list-style-type: none"> <li>▪ We advertised the publication and consultation in local newspapers and online through Facebook, Twitter and the Council's website as well as in press releases</li> <li>▪ We wrote to everyone within 30 metres of the sites modified in the Plan, going beyond the minimum 20 metre Neighbour Notification requirement</li> <li>▪ We wrote to everyone that commented on the Proposed Plan to ensure they were aware of the modifications being made to the Plan</li> </ul>
Provide copies of plans in Service Points and Libraries	<ul style="list-style-type: none"> <li>▪ All Service Points and Libraries in the CaSPlan area (and in nearby Tain) have a hard copy of the Modified Proposed Plan and updated version of the Proposed Action Programme</li> <li>▪ Posters have also been provided so that Service Points, Libraries and Community Councils can advertise the consultation and where hard copies are available</li> </ul>
Work with community groups and stakeholders to encourage them to participate	<ul style="list-style-type: none"> <li>▪ The Modified Proposed Plan is aligned with the Highland Community Planning Partnership's Single Outcome Agreement (3)</li> <li>▪ In devising the updated version of the Action Programme, we are consulting on a range of stakeholders about actions relevant to them</li> <li>▪ We wrote to all Community Councils and</li> </ul>

	<p>provided posters and information leaflets to encourage them to raise awareness about the consultation</p>
<p>Use public meetings and committees to provide regular progress updates</p>	<ul style="list-style-type: none"> <li>▪ A report was presented to the Sutherland and Caithness committees on 30<sup>th</sup> and 31<sup>st</sup> August 2016 and Members made decisions on the issues going forward, which triggered the Modified Proposed Plan consultation</li> <li>▪ At the 17<sup>th</sup> August 2016 Planning, Development and Infrastructure committee an update to the 2016 Development Plan Scheme was agreed, subject to incorporation of the decisions for CaSPlan which resulted in a revised version being published in September 2016</li> </ul>
<p>Maintain our availability so you can speak with the people preparing the plans</p>	<ul style="list-style-type: none"> <li>▪ We have provided details of the consultation, and how to access the Proposed Plan online to the Service Centre as first point of contact for public getting in touch</li> <li>▪ We also provided contact details for the relevant Planning Officers and their geographical area of responsibility to the Service Centre so that people could be quickly directed to the right person where necessary</li> </ul>

**Key evidence:**

- Modified Proposed CaSPlan shown in our online consultation portal (Objective)
- Links to relevant committee reports
- Library and Service Point poster

## **Stage 5: Modified CaSPlan to Examination**

### *Prepare for Examination*

Following the successful consultation on the Modified Proposed CaSPlan the team analysed the comments received and reported them to committee seeking approval to proceed to examination.

The Caithness Committee and Sutherland County Committee considered the results of the consultation on the Modified CaSPlan and approved the progression of Modified CaSPlan to examination without further modification, as shown in the following committee reports and minutes.

[Caithness Committee Report](#)

[Caithness Committee Minutes](#)

[Sutherland County Committee Report](#)

[Sutherland County Committee Minutes](#)


## Appendix 1: Evidence of participation

Where possible, evidence of participation efforts have been include for each stage in the Plan's preparation. Key evidence listed in the sections above is included here, with labels indicating what the evidence relates to.

### Stage 1: Call for Sites & Ideas and Wick & Thurso Charrettes (2013 Participation Statement)

#### Key evidence:

- Letters to Community Councils, public, agents and equalities groups:



**The Highland Council**  
Comhairle na Gàidhealtachd

<p>To: Secretaries (or Chairs) of Community Councils in Caithness and Sutherland</p> <p>Copy to: Ward Members and Ward Managers in Caithness and Sutherland</p>	<p>Please ask for:</p> <p>Email:</p> <p>Direct dial:</p> <p>Our Ref:</p> <p>Your Ref:</p> <p>Date:</p>	<p>David Cowie</p> <p>casplan@highland.gov.uk</p> <p>CaSPlan</p> <p>5 August 2013</p>
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Dear Community Council Secretary/Chair,

**Engaging with communities in the preparation of the Caithness and Sutherland Local Development Plan**

The Caithness and Sutherland Local Development Plan (CaSPlan) is currently at the initial stages of production. Once adopted, it will supersede the existing Caithness Local Plan (2002) and Sutherland Local Plan (2010) and will form part of the Development Plan, the primary document referred to in making decisions on planning applications in the area. The formal adoption of this plan will simplify the overall planning process and provide a level of certainty for planning applications.

The plan will affect **everyone** in the area and so it is important that anyone who wants their views considered should engage with the forthcoming plan process as early as possible. We are therefore contacting Community Councils at this time to seek your assistance. In particular we encourage you to engage with your communities to develop thoughts on a vision for your area, that will address the current key issues that the area faces and will contribute to sustainable and thriving communities across Caithness and Sutherland.

Enclosed is a CD that provides a detailed overview of two charrette events held in Thurso and Wick between the 21<sup>st</sup> and 27<sup>th</sup> of February. During these events, residents of the towns were invited to participate in open discussions that centered on achieving a long term vision for each town. Key issues identified during these discussions are included in the CD. We are currently at facilitating this vision on a vision present. (I would like to have a following discussion on the vision centre masterplan for the masterplan and the masterplan available.

CaSPlan needs to be fit for purpose. The Highland Council would therefore value your engagement in the plan process from the start, helping us to obtain people's ideas and information on key issues before we prepare the Main Issues Report and publish it for consultation. This is an exciting time and an opportunity to influence the way in which Caithness and Sutherland evolve over the next 10 years, to provide thriving and sustainable communities.

We have included a guide to making a submission to the 'Call for Sites and Ideas' process and further information and the online submission form can be obtained on our website [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan). Please submit your suggestions by the 17<sup>th</sup> of October 2013.

We look forward to receiving any suggestions that your organisation have for CaSPlan. If you have any further queries or concerns about the process (particularly in terms of the opportunity for the group of individuals whose interests you represent to get involved in the preparation of CaSPlan), please do not hesitate to get in touch using the contact details above or, in my absence, please speak to my colleague Hilary Wilkinson.



Please ask for: David Cowie  
Email: casplan@highland.gov.uk  
Direct dial: [REDACTED]  
Our Ref: CaSPlan  
Your Ref:  
Date: 10 September 2013

Dear Secretary/Chair,

**Providing equal opportunities for everyone to get involved in the preparation of the Caithness and Sutherland Local Development Plan**

I am writing to you to seek your involvement and assistance in the preparation of a new Local Development Plan for the Caithness and Sutherland area of the Scottish Highlands.


The Caithness and Sutherland Local Development Plan (CaSPlan) is currently at the initial stages of production. Once adopted, it will supersede the existing Caithness Local Plan (2002) and Sutherland Local Plan (2010) and will form part of the Development Plan, the primary document referred to in making decisions on planning applications in the area. The formal adoption of this plan will simplify the overall planning process and provide a level of certainty for planning applications.

The plan will affect **everyone** in the area and so it is important that anyone who wants their views considered should engage with the forthcoming plan process as early as possible. We are therefore contacting organisations that represent the interests of particular groups of individuals in order to raise awareness about our "Call for Sites and Ideas" process.

The 'call for sites' process means that **anyone** will be able to put forward suggestions of areas of land that they feel should have certain allocations or designations in CaSPlan (eg. land for housing development or an area of cherished land that should be protected). We are keen to hear from a wide range of parties, as this will provide us with information which will help The Highland Council to then make an informed choice on which sites are suitable for particular uses and which it prefers. We will take into account where there is existing or planned capacity in infrastructure, services and facilities, but the strategy that will be set out in CaSPlan for future development will also itself factor into future public investment decisions – such as for new or expanded schools, new sewers and new bus routes.



▪ Call for sites guide:



**The Highland Council**  
Comhairle na Gàidhealtachd


**Caithness and Sutherland Local Development Plan:**  
**Guide to the “Call for Sites and Ideas”**

This guide provides information on the call for sites and ideas exercise and provides information on how suggestions should be submitted to The Highland Council for inclusion in the forthcoming Caithness and Sutherland Local Development Plan (CaSPlan).

**What is the purpose of the “Call for Sites and Ideas”?**

We are seeking your:

- Suggestions on which land, over the next 10 years, should be developed and which areas should be protected across the Caithness and Sutherland area .
- Suggestions on issues for planning in the Caithness and Sutherland area and to suggest ideas for how to address them



Caithness and Sutherland LDP Area

[Click here](#) to check that your site suggestion is within the area covered by CaSPlan (The Highland Council Wards 1, 2, 3, 4 and 5).

**Who should respond to the “Call for Sites”?**

**What happens after I've submitted my suggestions?**

Following the submission of the Call for Sites and Ideas form we will:

- Confirm the receipt of your suggestion by sending you a confirmation email. We will then compare and assess it against others and information we have collected (about the area's development needs and constraints to building);
- Then produce the first draft of the Plan called a Main Issues Report which will contain options for sites to be built on or safeguarded from development - you can then see whether your site(s) and/or ideas are in the report and what the Council thinks of them;
- invite views on these site options;
- then decide which of the options to keep;
- invite objections to any of the sites the Council has decided to keep - you can object at this point if your site suggestion has not been included or kept;
- refer objections to an independent person (a Scottish Government appointed Reporter) for him/her to test the merits of the views of objectors and the Council about each contested site, and;
- produce the finished Plan including the changes recommended by the Reporter.

As you can see, the current “Call for Sites” is only the start of a relatively long process. You will not get a final answer to your suggestion for 2-3 years.

**Why does it take so long to make a decision?**

The Plan is a statutory document and as such, it involves several chances for anyone with an interest in the environment around us to have their say, whether for or against. Also to ensure fairness, objections are heard and decided upon by a person independent of the Council and objectors.

**I have queries not answered by this Guide; what do I do?**

If you have any queries, would like further information or require assistance please contact The Development Plans team on 01349 886608 or e-mail [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk). The Council's web-site [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan) will provide comprehensive information on The Caithness and Sutherland Local Development Plan throughout its progress.

- Press release:

The Highland Council

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## Council keen to receive more suggestions for future planning of Caithness and Sutherland

This article was published  
**7 Oct 2013**

NEWS ARCHIVE

A call for people's early suggestions of sites and ideas for the new Caithness and Sutherland Local Development Plan – CaSPan – is in to its last fortnight. It is therefore important that people take up The Highland Council's invitation to submit suggestions for inclusion in the new plan for the future of Caithness and Sutherland, before the deadline on 17 October 2013.

Scott Dalgarno, Development Plans Manager at The Highland Council said: "The Call for Sites and Ideas exercise provides the opportunity for all members of the public to be involved in the development process at the earliest possible stage. Often members of the public only get involved in the planning process in reaction to an application for planning permission being submitted. Now is their chance to be involved and make their views known early – and to let us know what they want their local area to be like."

Malcolm MacLeod, the Council's Head of Planning and Building Standards, reflected on the importance of the planning of place through the preparation of development plans: "Thank you to those who have already sent in suggestions. We are keen to receive more. Through a greater level of participation at this early stage of the plan process, we will be able to produce a high quality plan that truly reflects the needs of the communities and encourages the development of better quality places."

Anyone wishing to submit suggestions to the Council has until 5pm on the 17th October 2013 to do so and should use the special form available via the Council's website. Any suggestions submitted will be assessed by the Council before being issued for further public consultation.

Participation is extended to all members of the community, regardless of age or background, if they have an idea that will contribute towards a positive vision for their community and the Caithness and Sutherland area.

Anyone wishing to make a suggestion or wanting to find out more on the process of producing and adopting the CaSPan, can read the Call for Sites and Ideas Guide which is available on the Council's website <http://www.highland.gov.uk/casplan.htm>. Anyone with questions or requiring assistance can contact the Development Plans Team on 01349 886608 or email [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk).

7 Oct 2013



- Call for sites advert



***Caithness and Sutherland Local Development Plan***

***“Call for Sites and Ideas”***

**Are you passionate about the Caithness and Sutherland area? Do you have ideas for shaping its future? Are there particular sites you think should be built on or protected?**


**If you answered “yes” to any of the above questions, help us to create a vision for future development by sending us your suggestions now as part of our “Call for Sites and Ideas”.**

The Highland Council is starting work on the Caithness and Sutherland Local Development Plan (CaSPlan) and anyone with an interest is invited to submit suggestions of sites that should be built on over the next 5-10 years and of sites that should be protected from future development. At the same time, we are inviting people to identify issues for planning in the Caithness and Sutherland area and to suggest ideas for how to address them.

This “Call for Sites and Ideas” is the first stage in the process of producing CaSPlan, which will replace the Caithness Local Plan and the Sutherland Local Plan. In combination with the Highland-wide Local Development Plan, CaSPlan will be the primary document used in the determination of planning applications.


You have until 5pm on Thursday 17th October 2013 to submit your suggestions and you should use the special form available via the Council’s website at [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan) . Any suggestions submitted will be assessed by the Council before we seek wider public comment on them. To find out more about the “Call for Sites and Ideas”, please read the Guide which is available on the above webpage. If you have any questions or require assistance please contact David Cowie or Sebastian Woodward in our Development Plans Team on 01349 886608 or email [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk) .

- Facebook and twitter posts



**Highland Development Plans**  
4 October 2013 · 🌐

DEADLINE for 'Call for Sites & Ideas' for the Caithness and Sutherland Local Development Plan (CaSPlan) is 5pm on 17th October. This is the main opportunity to provide YOUR views on which land should and shouldn't be developed! Please fill in the online form via link below




**Highland Development Plans**  
8 October 2013 · 🌐

The Highland Council are keen to receive more suggestions for future planning of Caithness and Sutherland. Call for Sites and Ideas DEADLINE is 17th October! Please make comments online via [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)


Council keen to receive more suggestions for future planning of Caithness and Sutherland (07/10/13)

HIGHLAND.GOV.UK




**Highland Development Plans**  
10 October 2013 · 🌐

Only 7 DAYS LEFT to submit your site suggestions and ideas for the new Caithness and Sutherland Local Development Plan (which will shape how the area develops over the coming years). Please fill in the easy-to-use Online Form which is available via the link below!




**The Highland Council** @HighlandCouncil · 7 Oct 2013  
People have until 17 Oct to let us know which areas of Caithness & Sutherland they'd like to see protected & developed [ow.ly/pyECO](http://ow.ly/pyECO)

👤 5 ❤️ ⋮



**Dev Plans Team** @highlanddevplan · 8 Oct 2013  
Highland Council seeking suggestions for future planning of Caithness & Sutherland. DEADLINE is 17th Oct. More info [ow.ly/pBh9b](http://ow.ly/pBh9b)

👤 2 ❤️ 📊 ⋮



**Dev Plans Team** @highlanddevplan · 4 Oct 2013  
Caithness and Sutherland LDP (CaSPlan) - Call for Sites & Ideas DEADLINE is 17th Oct. More info available via: [ow.ly/pufKx](http://ow.ly/pufKx)

👤 ❤️ 📊 ⋮

- Links to relevant committee reports:

[Report on the work that resulted in an Action Plan for the North Highland Onshore Vision, reported to Planning, Environment & Development Committee May 2011](#)

[Meeting Minutes](#)

[Report on Wick & Thurso Charrettes, their outcomes and how they will inform CaSPlan, reported to Caithness & Sutherland Area Committee Feb 2013](#)

[Meeting Minutes](#)

- Charrette Collage:





## Stage 2: Main Issues Report (2014 Participation Statement)

### Key evidence:

- Statutory notification advert



#### THE HIGHLAND COUNCIL

#### CAITHNESS AND SUTHERLAND LOCAL DEVELOPMENT PLAN ("CaSPlan") PUBLICATION OF MAIN ISSUES REPORT FOR CONSULTATION

The Highland Council is preparing a new Local Development Plan for Caithness and Sutherland, to be known as CaSPlan. It will be an important document because it will be used to assess planning applications for future development, so will affect how places grow and change over time, and will replace the Caithness Local Plan and the Sutherland Local Plan. To start the process of preparing the new Plan we have prepared and published a document called a Main Issues Report (MIR). The MIR is not a draft plan – it is a discussion document that asks for people's views on the main issues affecting Caithness and Sutherland and shows ideas for what the area could be like in the future. It reflects the Council's initial ideas and preferences, taking into account the suggestions we received at earlier stages. Any person wishing to do so may make representations on the content of the MIR, and we do encourage people to tell us what they think at this stage. Your input now will shape what the Proposed Plan looks like.

For most people the easiest way to read the MIR will be to view it online at [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan). You can then submit comments using the online form. Anyone without access to the website can view a paper copy of the MIR, which is available for inspection free of charge and during normal opening hours at: each Highland Council Service Point and Public Library (including mobile library) within the plan area plus those at Tain, at Planning & Building Standards offices in Golspie and Wick, and at Council Headquarters in Glenurquhart Road, Inverness, IV3 5NX. **Any comments on the MIR need to be received by us no later than 12 noon on Thursday 29th January 2015.**

If you have questions you can email the Development Plans Team at [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk). If you do not have access to the website or a computer, you can contact the Development Plans Team, Development and Infrastructure Service, Glenurquhart Road, Inverness IV3 5NX or the Council's Service Centre on 01349 886608 with any questions about the MIR or for advice on how to submit your comments.

We will also be holding the following events across Caithness and Sutherland where you can discuss the MIR with a member of the team. At each event we will have with us MIR information for various local towns and villages, not just for the place where the event is being held. For each event there will be a **drop-in session which you can visit any time between 2 and 5.30 pm**, then a **round-table discussion workshop which starts at 6.30 pm**. You are welcome to attend either or both parts of the event and, if you wish, more than one event. Please let us know if you have any accessibility issues such as the need for disabled access to a venue or if you would like to request a large print copy of the Plan.

Place	Venue	Date
THURSO	Caithness Horizons, High Street	Tuesday 18 November 2014
HALKIRK	Ross Institute, Bridge Street	Tuesday 25 November 2014
WICK	Town Hall, Bridge Street	Wednesday 26 November 2014
TONGUE	Village Hall, Kirkiboll	Thursday 27 November 2014
BROORA	Community Centre, Johnstone Place	Tuesday 2 December 2014
DORNOCH	Social Club, School Hill	Thursday 4 December 2014
LOCHINVER	Assynt Leisure Centre, Culag Pier	Monday 8 December 2014
LAIRG	Community Centre, Main Street	Tuesday 9 December 2014

#### CAITHNESS AND SUTHERLAND LOCAL DEVELOPMENT PLAN (CaSPlan) – MAIN ISSUES REPORT PUBLICATION OF ENVIRONMENTAL REPORT FOR CONSULTATION

The Highland Council has prepared an Environmental Report for the Caithness and Sutherland Local Development Plan (CaSPlan). The document, together with the CaSPlan Main Issues Report, is available to view online at [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan) and also to view free of charge and during normal opening hours at Council Headquarters, Inverness and at Planning & Building Standards offices in Golspie and Wick, from 30th October 2014 for a period of 13 weeks. During this time expressions of opinion on the content of the Environmental Report are welcomed and can be made in writing by e-mail to [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk) or by letter to Development Plans Team, Development and Infrastructure, Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX. **Any such comments on the Environmental Report need to be received by us no later than 12 noon on Thursday 29th January 2015.**

If you have questions about the Environmental Report or wish to obtain a copy of the documents you can email the Development Plans Team at [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk). If you do not have access to the website or a computer, you can contact the Development Plans Team, Development and Infrastructure Service, Glenurquhart Road, Inverness IV3 5NX or the Council's Service Centre on 01349 886608.

**The above notice is provided in accordance with The Town and Country Planning (Development Planning) (Scotland) Regulations 2008 and The Environmental Assessment (Scotland) Act 2005.**

30 October 2014

Executive magazine article

## New vision for Caithness and Sutherland

What kind of place do you think Caithness and Sutherland should become? Where should new housing, businesses and services be located? And what can we do to keep people living and working in the area?

The Highland Council wants people's views on these questions to help create an exciting new 20-year plan for the future of Caithness and Sutherland. Known as the Caithness and Sutherland Local Development Plan – or 'CaSPlan' for short – it will eventually be used to assess planning applications and decide how the area grows.

### Main Issues Report heralds start of community engagement

As a first step, the council has published a so-called Main Issues Report (MIR) which sets out initial ideas for what the plan needs to achieve for people and places in the area, and where new development might be located.

At this crucial early stage, community groups, businesses, public agencies and individual members of the public are being urged to give their thoughts on these main issues.

During November and December widespread consultation is planned to ensure local communities get involved in the process and influence the plan before the council starts writing it. The consultation closes on 29th January 2015.

The MIR is the first formal stage in the process, but a wide range of people have already been involved: secondary school pupils giving their views on the future of their community, townfolk in Thurso and Wick helping prepare town masterplans, people suggesting sites and ideas for the plan and a wide range of public sector partners and services helping to shape the report.

David Cowie, principal planner in the council's development plans team, said: "Traditionally the council prepared a full draft of its plan and put that out for consultation. Some people felt that consultation was of limited value. But these days we produce first a Main Issues Report – a progress report designed as an engaging document that encourages people to read and respond."

"We would like everyone to have an opportunity to help prepare the plan. With this collaborative approach, we hope that communities will regard it as everyone's plan, not just the council's."

Following the consultation, the proposed plan will be prepared.

### So... what should Caithness and Sutherland be like 20 years from now?

The MIR presents four outcomes which, it is suggested, could form a planning vision for the area:

1. A strong and diverse economy characterised by a renowned centre for renewable energy, world-class engineering, traditional land and sea-based industries and a thriving tourist industry that combines culture, history and adventure.
2. A network of successful, sustainable and socially-inclusive communities, where people want to live, which provide the most convenient access to services, education, training and employment and are primary locations for inward investment.
3. Enhanced communications, utilities and transport infrastructure that support communities and economic growth, with development anchored to existing or planned provision.
4. High-quality places where the natural, built and cultural heritage is celebrated and valued assets are safeguarded.

### Cross-Cutting Issues for the Plan

Four cross-cutting general matters are identified in the report:

#### Housing needs in Caithness and Sutherland

The MIR identifies preferred sites to accommodate around 2,250 new homes. In addition to this, the plan would support some new homes in

suitable locations on other land. This would be enough to meet needs for the first 10 years and to provide a longer term land supply. Dornoch and Lochinver are priority locations for investment by the council and local housing.

#### Managing growth

New development is favoured in and around existing settlements, to reduce the need to travel, support community facilities and services and minimise environmental impacts. Site allocations are deemed the best way to direct developers towards the most suitable locations, so for these places the MIR sets out site options for discussion. But in settlements where there is less development pressure, the council is suggesting that instead of hard and fast boundaries for settlements and sites, planning applications would be guided by a more general approach and "Placemaking Priorities" for each settlement. Elsewhere, new development in the countryside must be planned carefully, taking into account matters such as landscape character and the ability to provide services.

#### Our marine and coastal environment

The MIR recognises the importance of marine activities and the potential for sustainable economic development in the area. The council has previously sought suggestions for onshore sites to support the marine renewable industry. The council is a key partner developing a pilot Pentlands Firth and Orkney Waters Marine Spatial Plan, which will steer applications along the north Caithness and Sutherland coastline.

#### A Carbon CLEVER Caithness and Sutherland

The area has a vital contribution to make towards achieving the council's ambitious aim of a low carbon Highlands by 2025. Through planning, the internationally renowned peatlands can be protected as a vital carbon store, while renewable energy generation and low or zero carbon heating and district heating schemes can be developed in a managed way. The MIR suggests that a wide range of renewable energy developments should continue to be planned for, with particular encouragement to the marine renewable sector.

#### How might the outcomes be delivered?

##### Strong and diverse economy

To deliver change as the decommissioning of the Dounreay nuclear research facility continues, the CaSPlan must support inward investment which retains the high level of knowledge and skills in the area and generates wider career choices. Renewable energy is not only helping to meet climate change targets but also offers substantial economic benefits for the area. CaSPlan provides an opportunity to set a positive framework for supporting expansion of marine renewables by adopting a more targeted, but still flexible, approach to business and industrial land. It can also play an important role in developing the tourist sector through identifying key locations for development and recognising existing strategies, such as the John O'Groats Masterplan.

##### Strengthening and supporting communities

The MIR recognises that having access to relevant facilities and services is essential to sustain a varied and healthy community and that settlement centres form the heart of communities. In Bora, Dornoch, Golspie, Thurso and Wick, the council is suggesting that its policy should be to not support any proposal for development that is likely to have an adverse effect on the vitality and viability of their centres. Regeneration through existing sites and buildings is encouraged, as is the conversion of redundant retail spaces in town centres to residential and community uses.

##### Getting around and staying connected

CaSPlan has limited influence over improvement of infrastructure and transport connections. However, it can concentrate major development in existing towns and villages, provide a list of projects for developer contributions and community gain to secure the infrastructure for greater travel choices and link to the Local Transport Strategy. And the council will work with partners to deliver superfast broadband.

##### Ensuring high-quality places are delivered

The council is taking its opportunity to propose refinements to Special Landscape Area boundaries to ensure key landscape features are protected. It proposes to review current conservation area boundaries – new conservation areas may be considered. High standards of design in all house building will be sought, as will provision for open space.



People engaging in the planning process

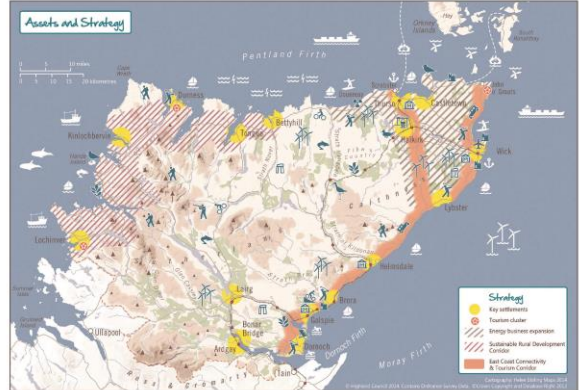
#### How you can get involved

The council wants you to tell them your thoughts on the MIR.

Mr Cowie said: "The easiest way to read the Main Issues Report is to view the interactive version online at: [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan) – if you do not have access to the website or a computer, you can write to Development Plans Team, Planning and Infrastructure Service, Glenurquhart Road, Inverness, IV3 5HX or phone the council's Service Library in the plan area. The website also gives details of public events

being held during the consultation period. Come along if you can to ask any questions and have your say."

If you have questions, you can also email the development plans team at: [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk). If you do not have access to the website or a computer, you can write to Development Plans Team, Planning and Infrastructure Service, Glenurquhart Road, Inverness, IV3 5HX or phone the council's Service Centre on: 01349 886606.



Call for Sites download page

## The Highland Council

Search

GO

Home > Document downloads > Planning and building standards > Local and statutory development plans

# Caithness and Sutherland Local Development Plan (CaSPlan)

## CaSPlan Call for Sites and Ideas Suggestions

Main Issues Report, and associated background papers.

File type: XLSX

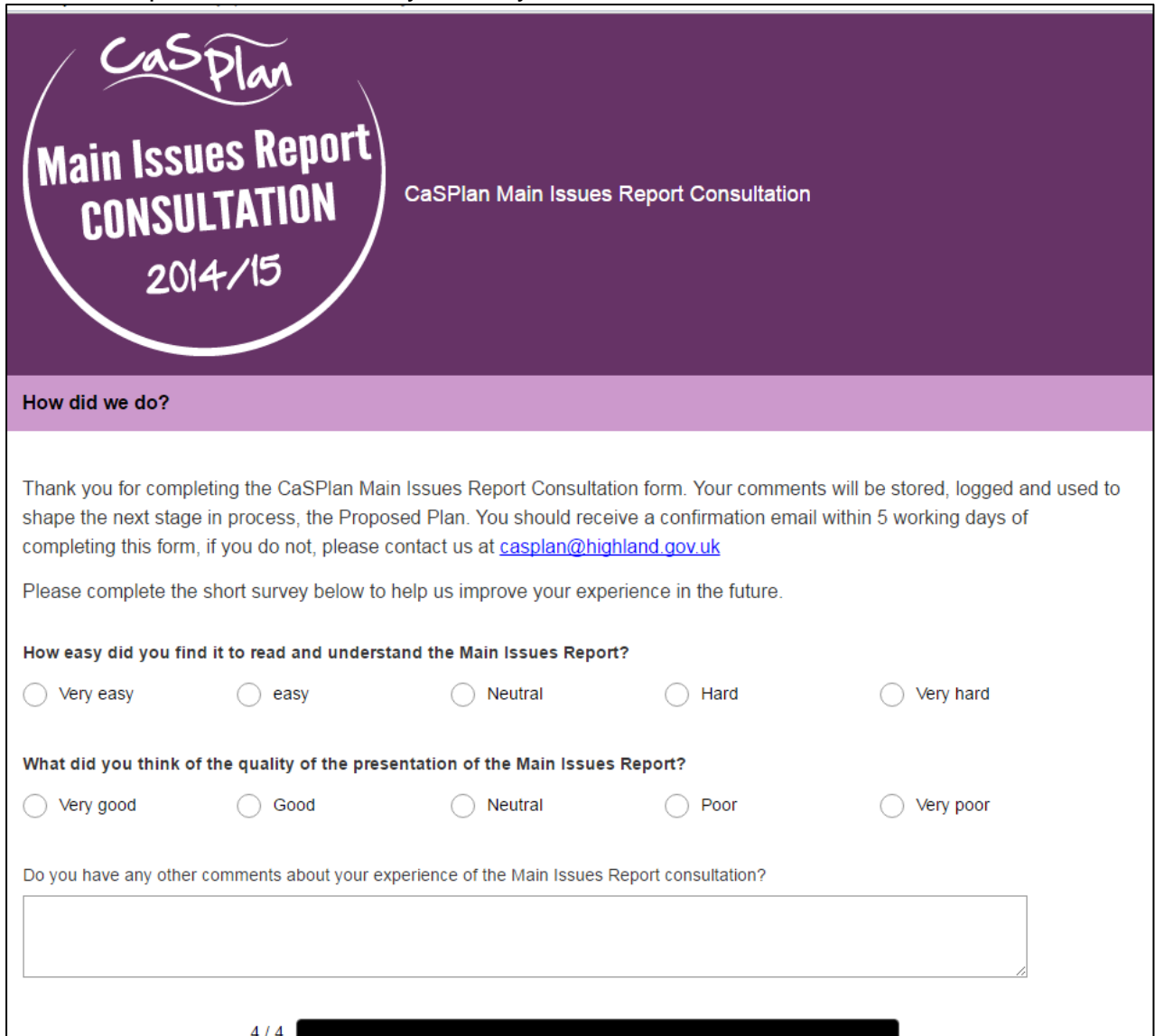
Size: 100.2 KB

**DOWNLOAD NOW**

Request this file in another format such as large print, Braille or in a different language.

Is there anything wrong with this page?

- Feedback questions from survey monkey



**CaSPlan**  
**Main Issues Report**  
**CONSULTATION**  
2014/15

CaSPlan Main Issues Report Consultation

**How did we do?**

Thank you for completing the CaSPlan Main Issues Report Consultation form. Your comments will be stored, logged and used to shape the next stage in process, the Proposed Plan. You should receive a confirmation email within 5 working days of completing this form, if you do not, please contact us at [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk)

Please complete the short survey below to help us improve your experience in the future.

**How easy did you find it to read and understand the Main Issues Report?**

Very easy       easy       Neutral       Hard       Very hard

**What did you think of the quality of the presentation of the Main Issues Report?**

Very good       Good       Neutral       Poor       Very poor

Do you have any other comments about your experience of the Main Issues Report consultation?

4 / 4



- Poster advertising hard copy of report available

The Highland Council  
Comhairle na Gàidhealtachd

# Caithness and Sutherland Local Development Plan

## Plana Leasachaidh Ionadail Ghallaigh is Chataibh

The Highland Council are consulting on the Main Issues Report for the Caithness and Sutherland Local Development Plan (CaSPlan).  
When adopted, the CaSPlan will guide the Council in deciding planning applications.

The Main Issues Report shows the Council's ideas for what new development the plan should deliver. It's a discussion document that asks for people's views on the main issues affecting Caithness and Sutherland.

We are consulting on the Main Issues Report now, read the report online at [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan) and tell us what you think!

Plan-making process:

Call for sites

We asked you for site ideas

Main Issues Report

We are here, give us your views!

Proposed Plan

What you tell us now will shape the next stages of the plan

Adopted Plan

We're holding workshops across Caithness and Sutherland. Check the list below to find your nearest event. You can drop into any of the events from **2pm to 5.30pm** to discuss the Main Issues Report, or you can join our evening workshops that all start at **6.30pm**.

Tuesday 18 <sup>th</sup> November	THURSO Caithness Horizons, High Street
Tuesday 25 <sup>th</sup> November	HALKIRK Ross Institute, Bridge Street
Wednesday 26 <sup>th</sup> November	WICK Town Hall, Bridge Street
Thursday 27 <sup>th</sup> November	TONGUE Village Hall, Kirkiboll
Tuesday 2 <sup>nd</sup> December	BRORA (drop-in event only) Community Centre, Johnstone Place
Thursday 4 <sup>th</sup> December	DORNOCH Social Club, School Hill
Monday 8 <sup>th</sup> December	LOCHINVER Assynt Leisure Centre, Culag Pier
Tuesday 9 <sup>th</sup> December	LAIRG Community Centre, Main Street
Monday 12 <sup>th</sup> January	BRORA (6.30pm Workshop) Community Centre, Johnstone Place

Tell us what you think!  
[www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)


Read a hard copy of the report here!

[www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)


Tel: 01349 886608 Email: [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk)



■ MIR leaflet



**Caithness and Sutherland  
Local Development Plan**  
 Plana Leasachaidh Ionadail  
 Ghallaidh is Chataibh



The Highland Council is preparing a new development plan for Caithness and Sutherland. The Main Issues Report shows our ideas for what new development the plan should deliver.

The Development Plan is important because it is our guide for deciding planning applications.

**We want to know what you think!**

**The Main Issues Report deals with:**

**What** the new development plan should deliver:  
 We've come up with ideas for people and places based on these four themes.


Employment
Growing Communities
Connectivity and Transport
Environment and Heritage

**How** to plan for growth:  
 We've prepared a map that shows how the plan can direct growth to the right places and help support key industries like tourism, aquaculture and renewables.

Details of consultation events near you at:  
[www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)

**Where** to direct new homes, jobs and services:  
 We've identified a range of options for development in places across Caithness and Sutherland.

**How** should we plan for development?  
 Tell us at: [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)




Tell us what you think!

It's easy to read and make comments online at:  
[www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)


**Plan-making process:**

Call for sites




We asked you for site ideas

Main Issues Report



We are here, give us your views!


Proposed Plan




What you tell us now will shape the next stages of the plan

The Highland Council  
 Comhairle na Gàidhealtachd

Follow the plan's progress and keep in touch:

 [highlandLDPs](https://www.facebook.com/highlandLDPs)

 [@highlanddevplan](https://twitter.com/highlanddevplan)

Tel: 01349 886608  
 Email: [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk)  
[www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)

■ MIR Neighbour Notification

The Highland Council  
Comhairle na Gàidhealtachd

[www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan)

Please ask for: Development Plans Team  
E-mail: [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk)  
Tel: 01349 886608  
Date: November 2014

The Owner or Occupier

The Highland Council is preparing a new Local Development Plan for Caithness and Sutherland, to be known as CaSPlan. CaSPlan will be an important document because it will be used to assess planning applications for future development, so it will affect how places grow and change over time. The process of preparing a development plan is set out in the diagram at the bottom of the page.

To start the process of preparing the new Local Development Plan we have published a document called the Main Issues Report (MIR). We sent out a leaflet about this to everyone in Caithness and Sutherland at the beginning of November.

The MIR is not a draft plan – it's a discussion document that asks for people's views on the main issues affecting Caithness and Sutherland and shows ideas for what the area could be like in the future. It reflects the Council's initial ideas and preferences, and we encourage people to tell us what they think at this stage.

For a number of places across the area, the MIR includes options for where new development such as housing, businesses and services could be situated. A map of your settlement is included overleaf and shows the site options the Council have identified as preferred, non-preferred and alternative.

We are writing to all properties within 30 metres of these site options to give people the chance to comment before we start preparing the plan. Your property lies within 30 metres of the following site option (s):

- LA01 Old Sutherland Arms site
- LA07 South-west of Main Street
- LA08 South-west of Main Street

For more information on these options you can read and make comments on the MIR on our website at [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan). Your input now will shape what the draft plan looks like.

Any comments on the MIR need to be received by us no later than 12 noon on Thursday 29<sup>th</sup> January 2015. We will also be holding events across Caithness and Sutherland where you can discuss the MIR with a member of the team. Our website [www.highland.gov.uk/casplan](http://www.highland.gov.uk/casplan) contains further information on these events and the plan process.

Yours Faithfully,  
Scott Dalgarno.

Development Plans Manager

Call for sites

We asked you for site ideas

Main Issues Report

We are here, give us your views!

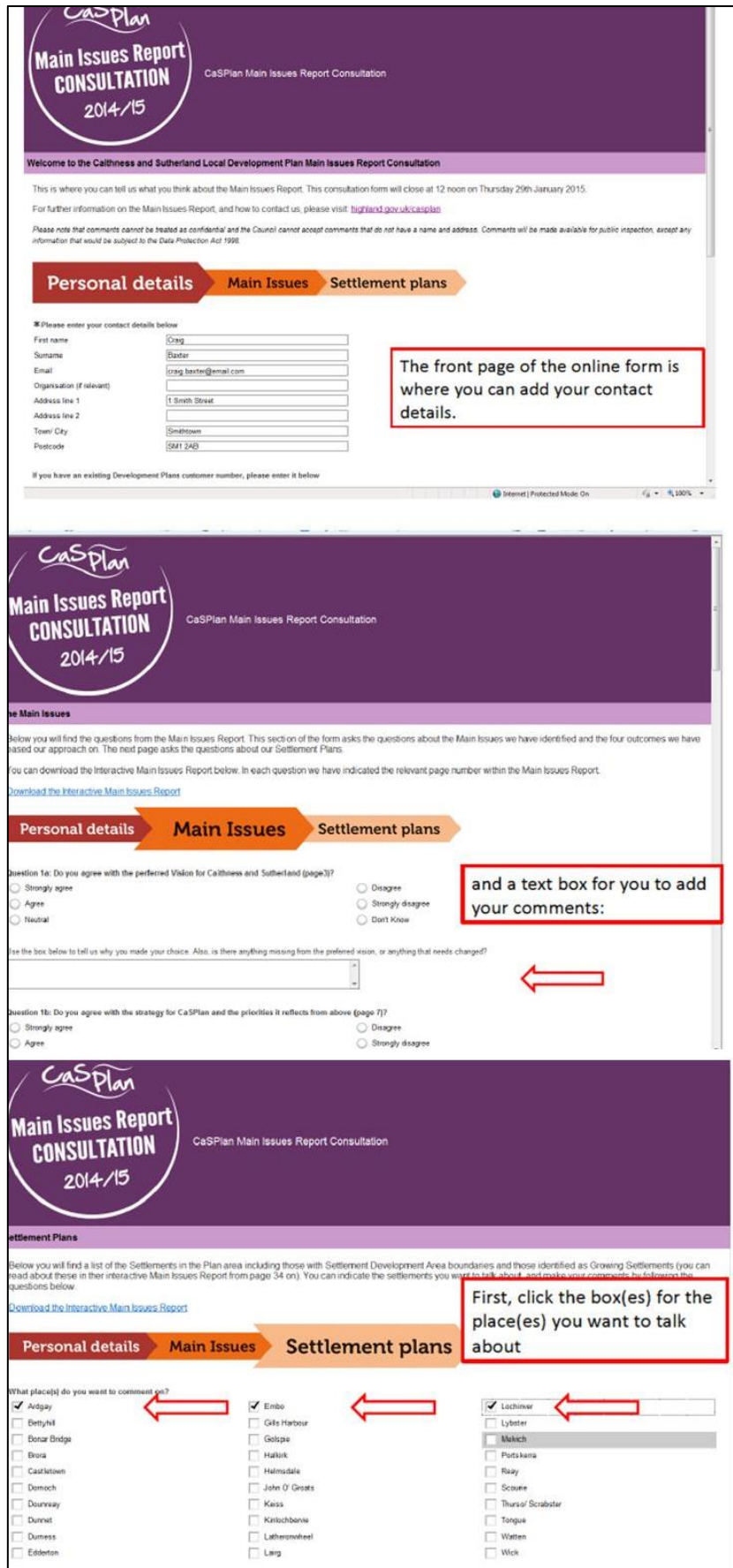
Proposed Plan

What you tell us now will shape the next stages of the plan

Adopted Plan



- User guides



**CaSPan Main Issues Report Consultation 2014/15**

Welcome to the Caithness and Sutherland Local Development Plan Main Issues Report Consultation

This is where you can tell us what you think about the Main Issues Report. This consultation form will close at 12 noon on Thursday 29th January 2015.

For further information on the Main Issues Report, and how to contact us, please visit: [highland.gov.uk/caSPAN](http://highland.gov.uk/caSPAN)

Please note that comments cannot be treated as confidential and the Council cannot accept comments that do not have a name and address. Comments will be made available for public inspection, except any information that would be subject to the Data Protection Act 1998.

**Personal details**   **Main Issues**   **Settlement plans**

Please enter your contact details below

First name: Craig  
Surname: Baxter  
Email: craig.baxter@email.com  
Organisation (if relevant):  
Address line 1: 1 Smith Street  
Address line 2:  
Town/ City: Smithtown  
Postcode: SA11 2AB

If you have an existing Development Plans customer number, please enter it below

**CaSPan Main Issues Report Consultation 2014/15**

**Main Issues**

Below you will find the questions from the Main Issues Report. This section of the form asks the questions about the Main Issues we have identified and the four outcomes we have based our approach on. The next page asks the questions about our Settlement Plans.

You can download the Interactive Main Issues Report below. In each question we have indicated the relevant page number within the Main Issues Report.

[Download the Interactive Main Issues Report](#)

**Personal details**   **Main Issues**   **Settlement plans**

Question 1a: Do you agree with the preferred Vision for Caithness and Sutherland (page 7)?

Strongly agree    Disagree  
 Agree    Strongly disagree  
 Neutral    Don't Know

Use the box below to tell us why you made your choice. Also, is there anything missing from the preferred vision, or anything that needs change?

Question 1b: Do you agree with the strategy for CaSPan and the priorities it reflects from above (page 7)?

Strongly agree    Disagree  
 Agree    Strongly disagree

**CaSPan Main Issues Report Consultation 2014/15**

**Settlement Plans**

Below you will find a list of the Settlements in the Plan area including those with Settlement Development Area boundaries and those identified as Growing Settlements (you can read about these in their interactive Main Issues Report from page 34 on). You can indicate the settlements you want to talk about, and make your comments by following the questions below.

[Download the Interactive Main Issues Report](#)

**Personal details**   **Main Issues**   **Settlement plans**

What place(s) do you want to comment on?

Ardgay    Eribo  
 Bettyhill    Gills Harbour  
 Bonar Bridge    Golspie  
 Brora    Halkirk  
 Castletown    Halmisdale  
 Democh    John O' Groats  
 Dounreay    Keiss  
 Dunnet    Kinlochbannich  
 Dumess    Latheronwheel  
 Edderton    Lurg

Lichinver    Lybster  
 Malesh  
 Putskeira  
 Raay  
 Scourie  
 Thurso/ Scabister  
 Tongue  
 Watten  
 Wick

The front page of the online form is where you can add your contact details.

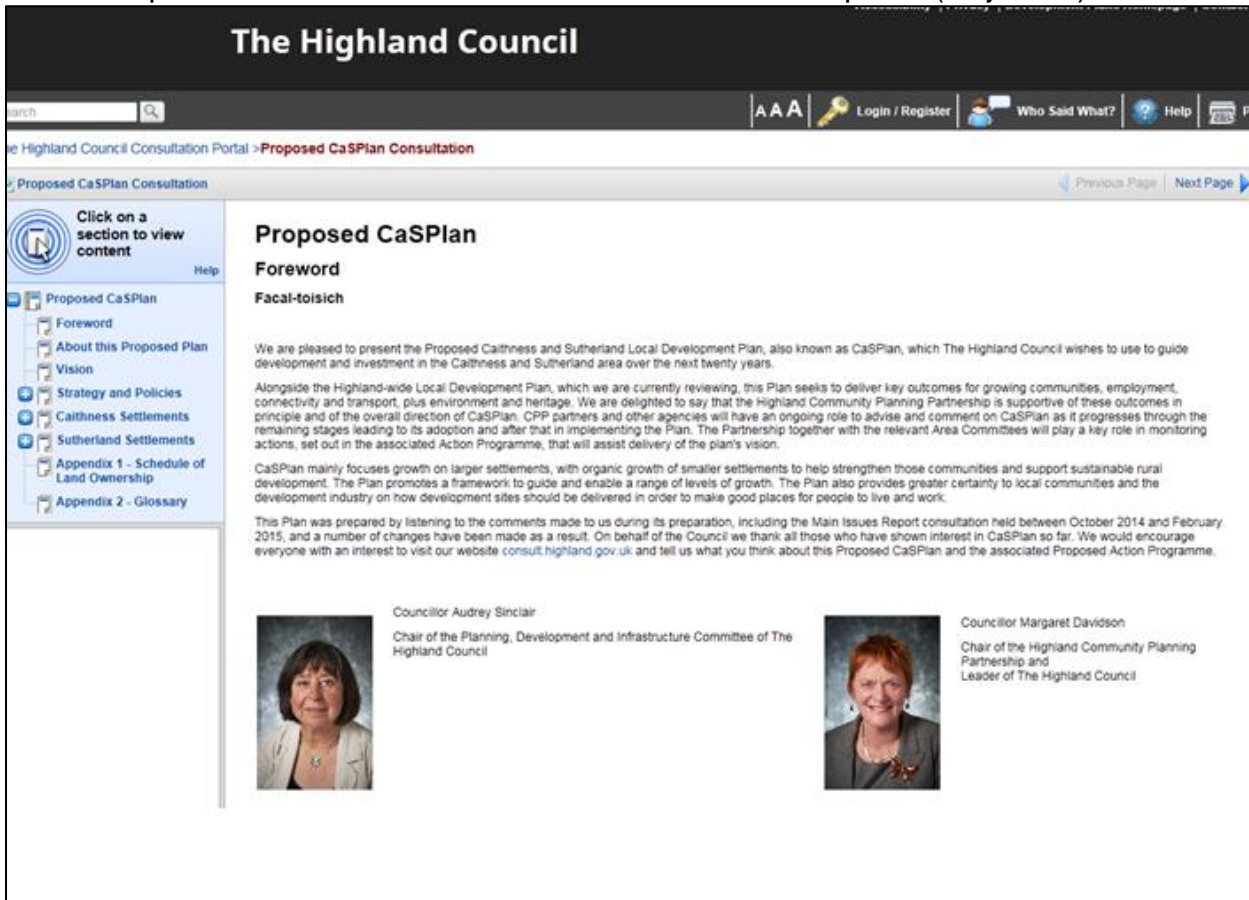
and a text box for you to add your comments:

First, click the box(es) for the place(s) you want to talk about

## Stage 3: Proposed CaSPlan (2015 Participation Statement)

### Key evidence:

- Proposed CaSPlan shown in our online consultation portal (Objective)



- Links to relevant committee reports

[Report summarising CaSPlan Main Issues Report Comments and suggested Proposed Plan content, reported to Caithness & Sutherland Area Committee, 26/05/16](#)

[Meeting Minutes](#)

[Report about the Proposed CaSPlan, reported to the Planning, Development & Infrastructure Committee, 04/11/14](#)

[Meeting Minutes](#)

Information leaflet

**YOUR FINAL OPPORTUNITY TO TELL US WHAT YOU THINK!**  
**Proposed Caithness and Sutherland Local Development Plan (CaSPlan) now published for consultation**  
**Comments must be received by 12 noon 18th March 2016.**

To read, comment and be kept up to date with Development Plan documents please visit:  
[consult.highland.gov.uk](http://consult.highland.gov.uk)

For more information please contact the Development Plans Team:  
 Email: [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk) Phone: 01349 886608

Follow us on Twitter: @highlanddevplan  
 Like us on Facebook: @HighlandLDPs



The Highland Council  
 Comhairle na Gàidhealtachd

**Caithness and Sutherland Local Development Plan**  
**Plana Leasachaidh Ionadail Gallaidh agus Cataibh**  
 Proposed Plan  
 Plana air a Mholadh

**INFORMATION LEAFLET PLEASE TAKE ONE!**

Consultation runs from 22nd January to 18th March 2016



**PROPOSED PLAN AND SUPPORTING DOCUMENTS**

The publication of the Proposed CaSPlan represents another major step forward in the preparation of a new planning framework for Caithness and Sutherland. The Proposed Plan was approved as the 'settled view' of the Council by committee in November 2015. People are encouraged to tell us whether they support or object to particular aspects of the Plan during a consultation which runs from **22<sup>nd</sup> January to 18<sup>th</sup> March 2016**. All the unresolved issues will be considered by a government appointed Reporter who will end up making the final decision. We are also inviting comment on other supporting documents which are published alongside the Proposed Plan including the Proposed Action Programme which is becoming an increasingly important tool to help set out how some of the key proposals in the Plan will be delivered; and the Revised Strategic Environmental Assessment (SEA). Other background information is also available online.



**HOW TO VIEW THE PLAN AND MAKE COMMENTS**

We have recently introduced a new online consultation system to help make it easier for people to access policy documents and submit comments they may have. To view the Proposed Plan please visit [consult.highland.gov.uk](http://consult.highland.gov.uk). You will need to register to submit comments but can then use these login details for future consultations and will be kept informed of future events. It also allows you to save draft comments and stores your submissions for your future reference.

It is important that comments you have are submitted during the consultation period. Submissions made to the Main Issues Report consultation cannot be taken forward and if you feel the points raised have not been addressed and are still relevant then we would encourage you to make those points again.

You should now let us know if you object to or support the status of a site (development proposal) or any other part of the Proposed Plan, the reasons why you object/support and if you object then what you would like changed. Please ensure you submit all information at this stage as you may not have another opportunity to do so before any potential Examination (which will lead to finalisation and adoption of the Plan). Please note that comments should be concise and focus on the key issues.

Unless otherwise agreed in advance with the Development Plans Team, comments by letter or email will not be accepted. If you are not able to access or use the website (for example if you cannot access the internet) please contact the Development Plans Team and we will provide an alternative method for you to submit your comments.



**See our website for more guidance on how to use the new consultation system, register and submit comments.**



■ Poster

 **The Highland Council**  
**Comhairle na Gàidhealtachd**

# Caithness and Sutherland Local Development Plan

## Plana Leasachaidh Ionadail Gallaidh agus Cataibh

Proposed Plan  
Plana air a Mholadh

**YOUR FINAL OPPORTUNITY TO TELL US WHAT YOU THINK!**

Consultation runs from **22<sup>nd</sup> January to 12 noon on 18<sup>th</sup> March 2016**

View the Plan and submit comments online at  
**[consult.highland.gov.uk](http://consult.highland.gov.uk)** or view a hard copy here!

You can also pick up an *Information Leaflet*  
here too!

For more information please contact the  
Development Plans Team:  
phone (01349) 886608  
or e-mail [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk)

## Stage 4: Modified Proposed CaSPlan (2016 Participation Statement)

### Key evidence:

- Modified Proposed CaSPlan shown in our online consultation portal (Objective)



The screenshot shows the website header for The Highland Council with navigation links: Accessibility, Privacy, Welcome Craig Baxter, Development Plans, Homepage, and Contact Us. Below the header is a search bar and utility icons for font size (AAA), Logout, Who Said What?, Help, and Print. The breadcrumb trail reads: The Highland Council Consultation Portal > Development Plans > CaSPlan > Caithness and Sutherland Local Development Plan – Modified Proposed Plan.

### Caithness and Sutherland Local Development Plan – Modified Proposed Plan

The Highland Council has prepared the Caithness and Sutherland Local Development Plan – Modified Proposed Plan for consultation between 30 September and 11 November 2016.

Comments on the previous version, the [Proposed Plan](#) (consultation January to March 2016), were considered by the Sutherland and Caithness Committees on 30 and 31 August 2016, respectively. The Caithness Committee proposed two significant modifications to CaSPlan: the removal of two allocations in Thurso (TS12 and TS14) and due to these a Modified Proposed Plan has been published for consultation.

Other than the changes highlighted above, please note that the plan remains unchanged except for a few minor modifications. Where changes have been made, these are described in the 'Add Comments' section for that part of the Plan.

You should let us know if you object to or support any part of the Modified Proposed Plan. If you submitted comments on the Proposed Plan and your views have not changed, there is no need to resubmit those comments. If you have previously commented on TS12 and/or TS14, we are particularly interested in what you think of the changes made.

#### Register to Comment

To make comments click on the 'login/register' button at the top of the screen. We will email you a link to activate your account. If you can't see the email check your spam/junk mail. A [User Guide](#) is available here.



- Links to relevant committee reports

[Report summarising Proposed CaSPlan comments and recommended Council response reported to Sutherland and Caithness Committees on 30<sup>th</sup> and 31<sup>st</sup> August 2016](#)

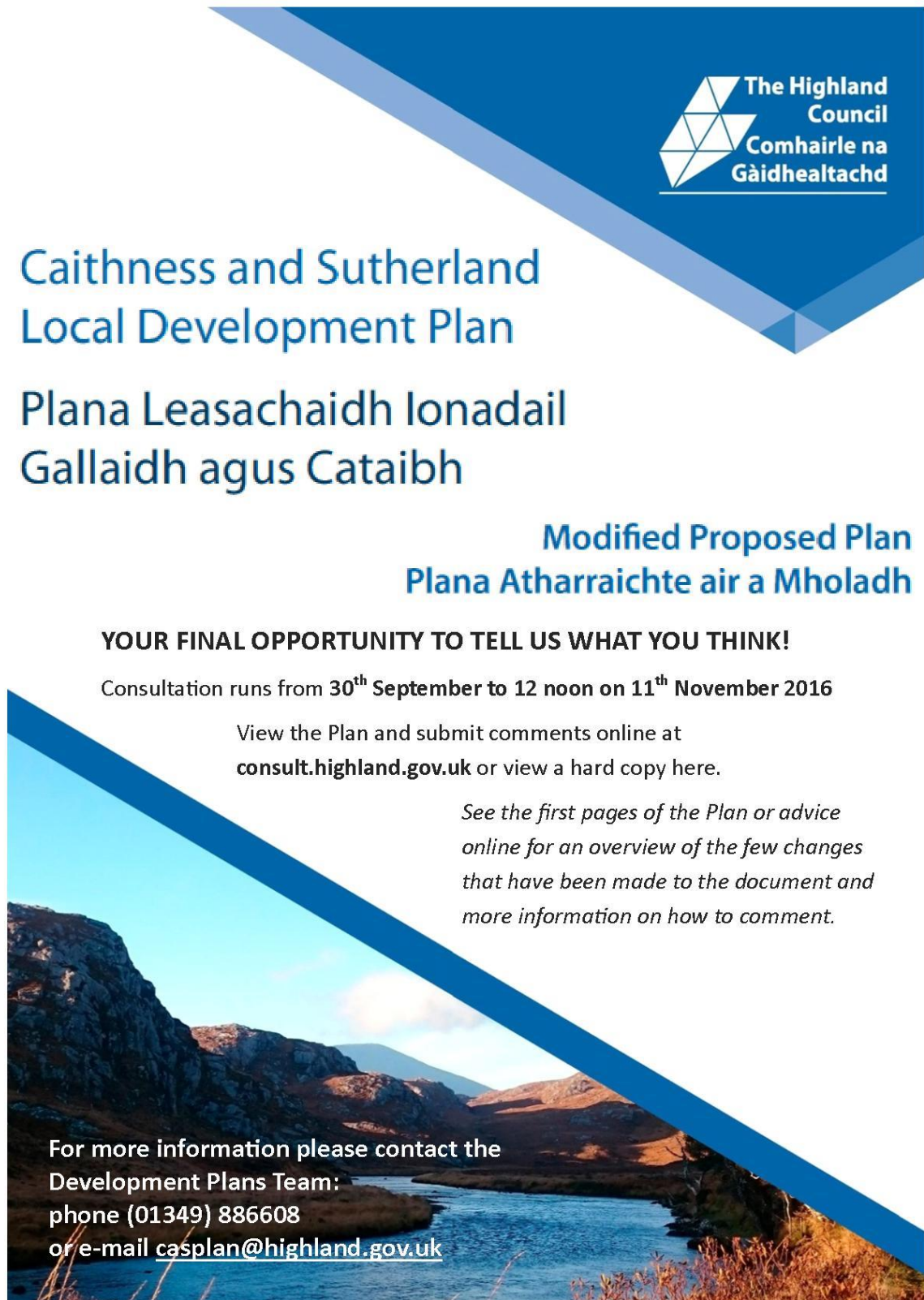
[Sutherland County Committee Minutes](#)

[Caithness Committee Minutes](#)

[Report summarising the updated Development Plan Scheme reported to the Planning, Development and Infrastructure Committee on 17<sup>th</sup> August 2016](#)



- Poster



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# Caithness and Sutherland Local Development Plan

## Plana Leasachaidh Ionadail Gallaidh agus Cataibh

### Modified Proposed Plan Plana Atharraichte air a Mholadh

**YOUR FINAL OPPORTUNITY TO TELL US WHAT YOU THINK!**

Consultation runs from 30<sup>th</sup> September to 12 noon on 11<sup>th</sup> November 2016

View the Plan and submit comments online at  
[consult.highland.gov.uk](http://consult.highland.gov.uk) or view a hard copy here.

*See the first pages of the Plan or advice  
online for an overview of the few changes  
that have been made to the document and  
more information on how to comment.*

For more information please contact the  
Development Plans Team:  
phone (01349) 886608  
or e-mail [casplan@highland.gov.uk](mailto:casplan@highland.gov.uk)