

DEVELOPMENT PLANS CHECKLIST FOR SEA, EQIA, GAELIC & COMMUNITY ENGAGEMENT

Supplementary Guidance: Open Space Provision in New Residential Developments

Strategic Environmental Assessment

NB: Local Plans should go straight to the Scoping Report stage.

| STAGES | | Date and/or Y/N |
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| Pre-screening | Is Plan, Programme or Strategy exempt from SEA using test of no or minimal environmental effects? Y/N | Not exempt |
| | Date Scottish Ministers informed of an exemption to be put on pre-screening register. | N/A |
| Screening | Screening summary sent to Consultation Authorities and SEA Gateway? Y/N | Yes 26/3/2008 |
| | Has the Council made a Determination? Y/N | Yes - The Supplementary Guidance: Open Space Provision in New Residential Development will require a Strategic Environmental Assessment |
| | Within 28 days of determination send copy of determination to CAs (and statement of reasons for that determination if unlikely to have significant environmental effects). Y/N and date | Yes - 01/08/2008 |
| | Copy of determination available at principle office for inspection? Y/N | Yes |
| | Copy of determination put on website? Y/N | Yes |
| | Within 14 days of making determination, advert in at least one newspaper Y/N and date | Yes - In Press and Journal (All Editions) 01/08/2008 |
| Scoping | Send scoping report to Consultation Authorities and SEA Gateway Y/N | Yes - 01/08/2008 |
| | Advise Scottish Ministers of the intended length of consultation on the Environmental Report Y/N | Yes - Done as part of the Scoping Report - Responses received to the scoping report 04/09/2008 |
| Draft Environmental Report | Submit to Consultation Authorities and SEA Gateway Y/N | Prepared and submitted on the 16/01/2009. Made available online and in all Service Points throughout |

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| | | Highland and at Council Offices which contain planning officers. Responses Received 19/03/2009 |
| Environmental Report | Submit to Consultation Authorities and SEA Gateway Y/N | Submitted to the gateway alongside the post adoption statement on the 27/05/2009. |
| Post-adoption SEA statement | The Council must inform the Consultation Authorities of the adoption of the PPS and send a copy, as adopted, along with a statement setting out the particulars referred to in Section 18(3) of the Environmental Assessment (Scotland) Act 2005 Y/N | Yes - 27/05/2009 |
| | Information displayed on website? Y/N | Yes - 27/05/2009 |
| | Information available at Responsible Authority principal office? Y/N | Yes - between the hours of 9am and 5pm. (Council Offices, Glenurquhart Road, Inverness, IV3 5NX) |
| | Information brought to the attention of the public? Y/N | Yes - advert placed in Press and journal on the 5 th June 2009 |

National Standards of Community Engagement

You need to demonstrate that each of the 10 Standards has been met:

| NATIONAL STANDARDS | How is this demonstrated? |
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| 1. INVOLVEMENT: We will identify and involve the people and organisations who have an interest in the focus of the engagement. | Key organisations from the private and public sector were identified for involvement in initial stages of drafting the SG. The wider public were involved once draft report has been past Planning, Environment and Development Committee in November 2008. The public consultation took place early 2009. |
| 2. SUPPORT: We will identify and overcome any barriers to involvement. | Past experience of various consultations was used to use methods that are accessible to as many people as possible. For example, shortened jargon free versions and e-newsletters, longer periods for consultation, extending use of visual aids to help people understand what we mean, etc. |
| 3. PLANNING: We will gather evidence of the needs | Engagement was considered and timetabled from the outset during the project brief. People |

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| and available resources and use this evidence to agree the purpose, scope and timescale of the engagement and the actions to be taken. | who will use the document were identified and engaged during the drafting stage. The public consultation lasted 10 weeks and there was also be opportunity for comment on the SEA Environmental Report. |
| 4. METHODS: We will agree and use methods of engagement that are fit for purpose. | Developers and council staff will have a fairly high level of awareness and knowledge of open space provision therefore they will be given the opportunity to make comment on the draft SG and how it may work in practice. Engagement of the wider public employed methods that helped to demonstrate what the SG is trying to achieve, using visual aids combined with greater access on computer and focussing on the wide variety of groups who use open space (families in particular) and community councils will be directly targeted for a consultation response regarding their area. |
| 5. WORKING TOGETHER: We will agree and use clear procedures that enable the participants to work with one another effectively and efficiently. | We ensured that participants know what is expected of them, were given enough time to prepare for and to make their views known and in a way that is convenient to them. |
| 6. SHARING INFORMATION: We will ensure that necessary information is communicated between the participants. | Updates were provided on the council website, with clear short links from front page, to inform as many people as possible and encourage awareness even if not participation. We will be using the 'Planning Consultations' webpage link which is on the website homepage to enable ease of access to information on the document. Email updates will be sent to those who have been involved in the consultation and the preparation of the supplementary guidance. A press release was compiled at the beginning of the consultation to raise awareness and give some information on the consultation and the document itself to enable wider engagement by the community. |
| 7. WORKING WITH OTHERS: We will work effectively with others with an interest in the engagement. | We have with a range of interested parties in producing this supplementary guidance, mainly based within the Highland Council. We engaged fully with the private sector and will be sent information regarding the document to all planning consultancies operating in Highland and all agents who have submitted a planning application in the past 12 months. |
| 8. IMPROVEMENT: We will develop actively the skills, knowledge and confidence of all the participants. | By engaging with the document it is hoped that participants have develop skills and knowledge in terms of open space provision. The document and the consultation explains why open space provision is so important and explains how we will apply the quality, quantity and provision standards set out in the supplementary guidance. |
| 9. FEEDBACK: We will feed back the results of the engagement to the wider community and agencies | A newsletter is planned for development plans/development plan scheme. This will give some information on the progress of the supplementary guidance and enable reporting on |

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| affected. | the stages of other projects and plans. Feedback has been made available at the Planning, Environment and Development committee and a full report of consultation is available online at www.highland.gov.uk/developmentplans . |
| 10. MONITORING AND EVALUATION: We will monitor and evaluate whether the engagement achieves its purpose and meets the national standards for community engagement. | We will carefully monitor the consultation responses in terms of both quantity and quality of responses. In total we received 48 responses. By producing this checklist we have set out a number of aims of the consultation and therefore it enables us to evaluate the consultation against these aims and the national standards for community engagement. Monitoring of the document itself will be done through the monitoring framework set out by in the Strategic Environmental Assessment Environmental Report. |

Equalities Impact Assessment

Required for policies, functions, procedures and practices including those delivered in partnership or contracted out as well as those we deliver directly.

Work should be undertaken by the Lead Officer, an EQIA trained representative and Business Support Unit.

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| STAGES | Completed |
| Date of Screening (using THC proforma) | 28/07/2008 |
| Can remedial action be taken? (If not proceed to a full Equalities Impact Assessment) Y/N | Yes |
| If no requirement for EQIA is this documented? Y/N | Yes |
| Summary of the actions taken as a result of the screening exercise including how any implementation is to be monitored – send copy to the Equalities Group. | Screening Report produced, and sent to Equalities Group. Detailed groups to be effected and how the policy will mitigate this. |
| Equalities Impact Assessment required? Y/N | No |
| Date EQIA carried out (Use THC EQIA guidance and forms document) | Not Applicable |
| Report submitted to Council's Equality Group via Equal Opportunities Officer? Y/N | Not Applicable |
| Actions identified? Y/N | Not Applicable |

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| Process agreed to monitor actions? Y/N | Not Applicable |
| Date EQIA published | Not Applicable |
| Results sent to Business Support Team to collate the information for corporate reports? Y/N | Not Applicable |

Gaelic

All printed media (leaflets, posters, reports, documents etc) produced by The Highland Council which is viewed by the public should have a **minimum** element of Gaelic as follows:

| | Completed (Y/N) |
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| Front page title and headers bi-lingual | Y |
| Subsequent chapter headings bi-lingual | Y |
| Equal status in font size or design space attributed to Gaelic / English | Y |
| The use of italics and brackets should be avoided to distinguish one language from the other | Y |
| Different fonts (of similar size) or different colours of text or background are advised to distinguish one language from another - providing equal emphasis is achieved in the design | Y |
| Where the subject matter of printed media is about Gaelic e.g. Gaelic Medium education; and Gaelic related topics then the media would be totally bi-lingual. In these circumstances Gaelic appears first followed by English | Not Applicable |
| Where the subject matter is not about Gaelic then English appears first followed by Gaelic | Y |

Corporate Community Consultation Database

| | Y/N |
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| If a consultation document, has it been added to the Corporate Community Consultation Database? | The document has been added to the Corporate Community Consultation Database and the Consultation year planner before the start of the public consultation. |