Section 20B of the Planning etc (Scotland) Act 2006 requires the Comhairle to prepare a Development Plan Scheme (DPS) annually. The document provides stakeholders and the general public an update of our work programme and details of how and when you can get involved.

The Development Plan Scheme 2016 provides:

- Achievements: An update on the actions set out in the 2015 DPS providing details on the work that we have completed, progressed, or that is underway;
- The Priorities for 2016 - 17 setting out the programme of work we propose to progress towards a new Local Development Plan (LDP);
- A Participation Statement for the key pieces of work that we are proposing in the coming year, setting out how we hope to engage with the community and other stakeholders.

Comhairle nan Eilean Siar is required by law to prepare and keep under review a Development Plan that sets out policies and allocations for the use and development of land in the Outer Hebrides.

In November 2012 the Comhairle adopted the Outer Hebrides Local Development Plan (LDP) and associated Supplementary Guidance, as the Development Plan to guide development in the Outer Hebrides. This is the Comhairle's settled view on the future use of land and informs the assessment of planning applications in the Islands.

The Development Plan documents can be viewed at: www.cne-siar.gov.uk/planningservice/localdevplan.asp
Main Issues Report

During 2015 the Main Issues Report (MIR) was prepared and published. Information was gathered from a range of sources including responses to the ‘call for sites and issues’ consultation, Key Agencies, Elected Members and internal and external stakeholders. The MIR was also informed by a number of documents including the Monitoring Statement and Housing Land Audit. The information and feedback was analysed to identify any significant or key issues. The MIR details the four main issues that need to be addressed in the revised Local Development Plan, the Comhairle’s favoured approach to these issues, and alternative approaches to addressing the issues.

SEA Environmental Report

The Local Development Plan and its constituent stages are subject to the Strategic Environmental Assessment (SEA) process. In line with this, the emerging main policy issues and potential proposal sites were screened to assess their environmental impact. Feedback from the scoping report was taken into account and the Environmental Report, which was published in conjunction with the Main Issues Report, included a combined environmental and planning assessment of the potential proposal sites.

LDP Monitoring Report

The Monitoring Report was published in conjunction with the MIR and Environmental Report in December 2015. This document used a number of information and data sources including: analysis of the performance of the current Plan; appraisal of relevant new or updated legislation e.g. Scottish Planning Policy; revisions to socio-economic data; environmental baseline changes; new and updated spatial data including revised flood mapping; and a variety of other plans and strategies. The Document was also informed by feedback from Key Agencies, Members and internal and external stakeholders.

Draft Supplementary Guidance for Wind Energy Developments

The Comhairle had prepared and adopted policy and a spatial strategy in the form of statutory Supplementary Guidance for Wind Energy Developments in 2013. However, several factors, which came through in Development Plan monitoring and feedback, and other considerations has resulted in early review of this Supplementary Guidance.

In the first half of 2015 the consultation draft of the Supplementary Guidance was prepared with critical input from key stakeholders, and was published for consultation in September 2015. Progressing the revised Guidance has taken longer than initially planned for a number of reasons including the need to obtain the most up to date for information from the Ministry of Defence regarding Radar coverage mapping in the Uists and the Comhairle sought an extended three month consultation period to encourage wider participation.

In early 2016, following analysis of responses to the consultation, preparation and liaison on proposed amendments it is intended to publish a finalised Supplementary Guidance for adoption.
Housing Land Audit

In line with the Scottish Planning Policy requirement that the Local Authorities undertake a Housing Land Audit (HLA), the Comhairle prepared and published its biennial HLA in 2015. This showed that we had an effective five year land supply of 633 units for the period 2015 - 2020. Beyond 2020 there was a potential supply of 637 units, although a significant number of these are constrained. Over the period 2010 – 2015 there were a total of 593 housing completions. This showed a decrease of 21% over the previous five year period. Approximately 68% of this housing consists of private housing and comes through individual “windfall” sites. There is an issue from 2020 onwards with some of the ward areas in the Rural Housing Market Area, with little or no future sites identified. The new LDP plan preparation process will attempt to identify new sites in the Rural HMA.

Housing Need and Demand Assessment

Scottish Planning Policy requires the Comhairle to carry out a Housing Need and Demand Assessment. The current document covers the period 2011 – 2016. The Comhairle initiated the review of this document in 2015 and the HNDA will be submitted to the Scottish Government around the end of April 2016 for their appraisal. This document will inform the Proposed Local Development Plan.

Policy and Legislation

The Scottish Government published the National Marine Plan and the Marine Planning Circular in 2015. As an Island authority these documents have implications for the Planning Service through new marine planning responsibilities, and for the preparation of the Proposed Local Development Plan.

New Local Development Plan - Towards 2017

The current LDP was adopted in November 2012, and should be reviewed and updated within 5 years indicating that a new Plan should be in place during 2017-18. On this basis and seeking to ensure that opportunities for the widest and most inclusive level of participation in the new Plan’s preparation are facilitated, the key Plan milestones are shown on Table 1 (page 4).

Integral to and vital in informing the new Plan, the Strategic Environmental Assessment (SEA) and Habitats Regulation Appraisal (HRA) processes will run concurrent with all stages of the Plan’s preparation.
### Table 1: Local Development Plan Programme

<table>
<thead>
<tr>
<th>Local Development Plan</th>
<th>Consultation and Engagement including statutory periods LDP Consultation/ and Comhairle Approval</th>
<th>Environmental Assessment</th>
<th>Indicative Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Plan Scheme and participation Statement</td>
<td></td>
<td></td>
<td>April 2016 Revised annually</td>
</tr>
<tr>
<td>Main Issues Report (MIR)</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Proposed LDP</td>
<td>• Discuss MIR consultation outcomes with key agencies/ stakeholders</td>
<td>Engage key agencies/ stakeholders and members</td>
<td>Appraise Plan and Revise ER if required</td>
</tr>
<tr>
<td></td>
<td>• Prepare Prop LDP &amp; Action Programme</td>
<td>Comhairle Approval of Proposed Plan (Autumn, 2016)</td>
<td>Undertake Appropriate Assessment</td>
</tr>
<tr>
<td></td>
<td>• Advertise and Consult</td>
<td>Prop Plan Consultation (8 WKS MIN)</td>
<td>Prepare HRA report including screening and if necessary Appropriate Assessment</td>
</tr>
<tr>
<td></td>
<td>Prepare Action Programme 2nd Review (LDP 2012)</td>
<td>Publicise and notify site owners/neighbours; MIR Reps etc.</td>
<td>Publicise and Notify</td>
</tr>
<tr>
<td>Consideration of Reps and Submission to Ministers</td>
<td>Comhairle Approval (late 2016 early 2017)</td>
<td>Prepare EQIA Revised-ER Consultation (8 WKS MIN)</td>
<td>December 2016-February 2017</td>
</tr>
<tr>
<td></td>
<td>• Consider representations Prepare Summary of Unresolved Issues &amp; Statement of Conformity with Participation Statement</td>
<td>Comhairle Approval (Spring 2017) Outcome of Consultation (reps; non notifiable mods; Schedule 4s; requested mods acceptable to Comhairle) and authority to submit Proposed Plan to Ministers seeking Examination of Unresolved Issues</td>
<td>Consider responses</td>
</tr>
<tr>
<td></td>
<td>• (for unresolved representation if any) Submit to ministers: Proposed LDP; Statement of Conformity; Participation Statement and Reps to Scottish Ministers.</td>
<td>Submit Plan to Ministers</td>
<td>Submit HRA Record to ministers</td>
</tr>
<tr>
<td>Examination of Plan Ministers appoint reporter</td>
<td>Examination Report published (may take up to 6-9 months)</td>
<td>Environmentally appraise Plan as modified and carry out appropriate assessment if required</td>
<td>April - September 2017</td>
</tr>
<tr>
<td>Consideration of Recommendations</td>
<td>Consider recommendations and prepares mods, Proposed Plan as modified &amp; Statement of Explanation for not accepting recommendations</td>
<td>Ministers publish revised ER (and revised HRA record) if required</td>
<td>September- November -2017</td>
</tr>
<tr>
<td>LDP Adoption</td>
<td>Public Intention to Adopt Submit to Minister (28 days later) Adopt Plan &amp; Publicise</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Publish Mods and Proposed Plan as modified</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Send Ministers the Proposed Plan as modified (within 3 months of Examination report) Advertise intention to Adopt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing and Review Prepare Action Programme (AP)</td>
<td>Engage as necessary Comhairle AP Approval Publish Action Programme within 3 months of adoption</td>
<td>Publish post adoption SEA statement / submit to Gateway</td>
<td>Early 2018</td>
</tr>
</tbody>
</table>
Work Priorities 2016 - 17

Proposed LDP

Following the publication of the MIR, the responses received from the public consultation will be analysed. In addition to the consultation it is intended that there will be meetings with Key Agencies and workshops held with Members and internal stakeholders and together these will inform the preparation of the Proposed Plan. The Proposed Plan will be presented to Committee in September 2016. This is later than scheduled in the 2015 DPS as it is considered more appropriate to hold the consultation period after the summer. Following this consultation period, the representations received will be considered and it is intended that the Proposed LDP and associated documents will be submitted to the Scottish Government in April 2017 along with the consideration of representations.

Proposed Action Programme

In line with legislative requirements the Comhairle is required to prepare and publish a proposed Action Programme in conjunction with the Proposed LDP. This will then be reviewed as required following the consultation period and submitted with the Proposed LDP to the Scottish Government in April 2017.

Review of Supplementary Guidance for Wind Energy Developments

The Comhairle is at the final stages of its review of the Supplementary Guidance for Wind Energy Developments. Following Comhairle approval of the finalised Supplementary Guidance, copies of the SG and associated documentation will be sent to the Scottish Ministers for their consideration before the SG is adopted during 2016.

Review of Action Programme

In line with legislative requirements the Comhairle is required to review, update and publish the Action Programme associated with its LDP every two years. The current Action Programme was published in December 2014. The review will involve assessing the implementation of the Plan's Policies and Proposals, and identifying potential constraints on progress.

SEA Report

In conjunction with the publication of the Proposed Plan there will be a revised Environmental Report published in the Autumn of 2016. This will include a Habitats Regulation Assessment and will take into account comments received from the Gateway Authorities in response to the consultation.
Work Priorities 2016-17

Planning Brief for Development Plan Sites

There are currently sufficient sites and additional Planning Briefs were not required in the past year. However, if the situation changes and they are subsequently considered necessary in response to strategic housing investment programming, the Development Plan and Marine Planning team may be required to prepare Supplementary Guidance in the form of a Planning Brief for further housing development sites.

Marine Planning

Following the publication of the National Marine Plan and the Marine Planning Circular, during 2016 the Development Plan and Marine Planning Team will initiate the process of forming a Marine Planning Partnership, in advance of the preparation of a Regional Marine Plan.

Participation Statement

Community Engagement

The Comhairle is committed to meaningful community engagement. It seeks to:

- involve a range of interests;
- build on early engagement particularly with key agencies/stakeholders;
- engage with communities at an early stage to influence the shape of plans and proposals;
- tailor consultation to different plan stages, document types and/or interest groups;
- provide communications/documents that are easily accessible and easy to understand;
- listen and to fully consider representations; and
- maintain an open and transparent consultation process.

Proposed Local Development Plan

The Comhairle will continue to seek to involve parties that have contributed to the call for sites and issues and made representations during the MIR consultation period and other contacts from our database.

Following the success of meetings with key agencies and workshops held with Members and Internal Stakeholders during the preparation of the MIR, it is intended to hold similar style meetings and workshops during the preparation of the Proposed Local Development Plan. There will be a minimum 8 week consultation period following the publication of the Proposed Local Development Plan.

Marine Planning

During 2016 it is proposed to hold a number of meetings with key groups and organisations in order to establish the key building blocks to form a Marine Planning Partnership.
Consultation Methods

A range of methods will be utilised to effectively engage with agencies and the public. These will vary and will be tailored to the different plan stages, interest groups, coverage sought to make the best use of resources. These include:

- **Advertisements and Media articles** in local papers, including community newspapers and publicise key stages from outset to adoption;

- **Notices** in deposit locations (in local libraries and other appropriate community locations);

- **Comhairle web site and E-Sgire** (the Comhairle’s Communities web site) to publicise current progress and information of how to become involved or comment on the plan;

- **Social media** to promote consultation periods and encourage a wider input to the LDP preparation;

- **Contact with** all appropriate bodies explaining the preparation process and seeking appropriate input;

- **Meetings** particularly with agencies and with other bodies as needed, utilising video conference and conference calls as/if necessary. Early one to one meetings with key agency representatives followed by a round table meeting proved to be a useful and effective way of debating issues in the past. It is proposed that this format will be repeated during preparation of the Proposed Plan;

- **Workshops** will be held at key stages. Meetings with Comhairle Members and internal stakeholders through informal workshops give an opportunity for debate and discussion on topics as they emerge;

- Use will be made of a range of **existing group/partnership meetings** to seek inputs to the Plan e.g. Local Housing Strategy Group; Stornoway Regeneration Group (interagency group);

- **Consultation response forms** to encourage input at key stages (e.g. proposed plan and modifications). The forms will be available on the website and at deposit locations. Guidance will be provided with the forms and a brief **feedback slip** will be provided to gauge the effectiveness of consultation and learn lessons for the future;

- **Newsletter** a Building Standards and Planning Service Update is published 3 times a year and provides current progress on the LPD to stakeholders.
For further information on the Local Development Plan process you can contact the planning service:

- see the plan web site page: [www.cne-siar.gov.uk/planningservice/localdevplan.asp](http://www.cne-siar.gov.uk/planningservice/localdevplan.asp)
- send an e-mail to: [localdevplan@cne-siar.gov.uk](mailto:localdevplan@cne-siar.gov.uk)
- phone the development plan team on: 01851 822690
- write to: Local Development Plan, Council Offices, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW

**Background Information**


Planning Aid: [http://pas.org.uk/](http://pas.org.uk/)


List of Planning Terms: [www.scotland.gov.uk/Publications/2006/07/14093848/12](http://www.scotland.gov.uk/Publications/2006/07/14093848/12)

**Help us to improve**

The Comhairle is continually trying to improve the way it interacts and communicates with its customers in order to provide a better service. The Comhairle would welcome your comments on your experience of the public engagement process for instance, how you consider your views or representations were dealt with in the process.

Do you have any suggestions for improving consultation and how to encourage you and others to get involved in the development planning process?

Your insight can help us to improve the process and this will lead to a better plan for all of us. You can fill in a feedback form which is available at our deposit locations or can be completed online at: