

East Lothian Council

Local Place Plan Template

Introduction

The following template sets out a suggested structure for how you might want to prepare your Local Place Plans. Remember, there is no right or wrong way to create your Local Place Plan. This is a guide that you might want to follow to ensure that all of the legal requirements are covered. The format and content of each Local Place Plan should be tailored to the needs of your community.

If you have any specific questions about or require assistance with this template, then you can contact the Policy & Strategy Team by emailing us at:

policy&projects@eastlothian.gov.uk

If you have any other questions about Local Place Plans, please feel free to contact us.

Title Page

Your title page is your reader's first impression of your Local Place Plan. Your title page should feature some basic information for example:

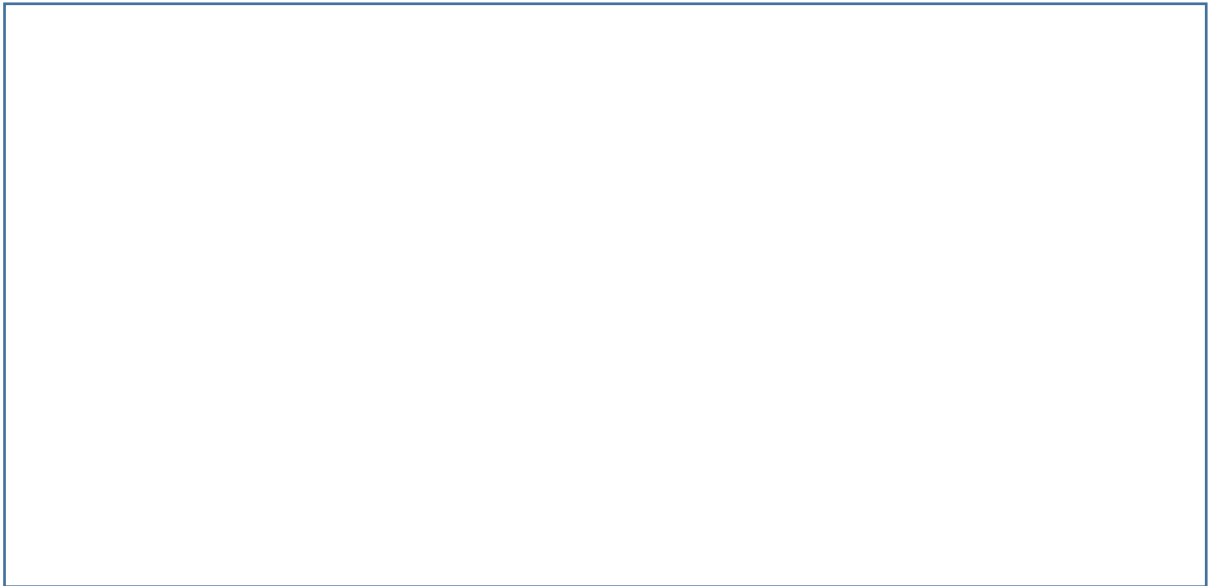
- The title of your Plan
- The years which the Plan will cover e.g. 2022 – 2027
- The name of your Local Place Plan Area or Community (the area you want your plan to cover)

Use some local pictures as well as some quotes from those you have engaged with to grab your reader's attention.



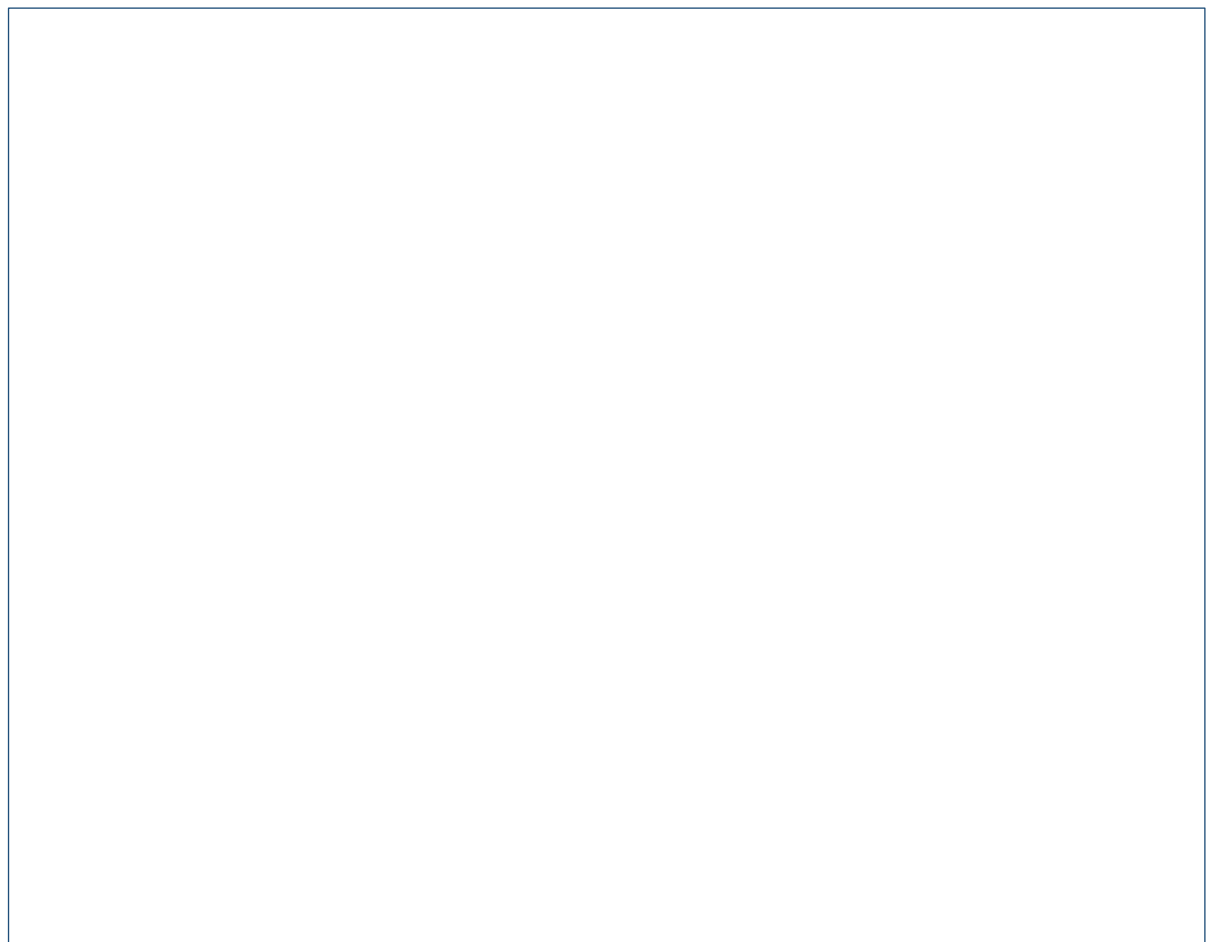
Foreword (Optional)

You might use this section to include a brief account of your community, its history and any project plan highlights or challenges.




Contents Page

Your contents page should set out the sections within your Local Place Plan e.g. Introduction, Context/Description of the area etc.



Introduction

The introduction should briefly explain what a Local Place Plan is, who you are and why you are producing a Local Place Plan. Briefly, set out what consultation has taken place and who was involved. You might consider including some pictures from your community engagement events.



Context/Description of the Area

Things you might want to include in this section:

Population	Housing	Transport
Environment	Education	Healthcare

The Place Standard Tool will help to identify what questions you might want to ask your community. The tool will help you define the headings for this section of the plan. You can access The Place Standard Tool [here](#)

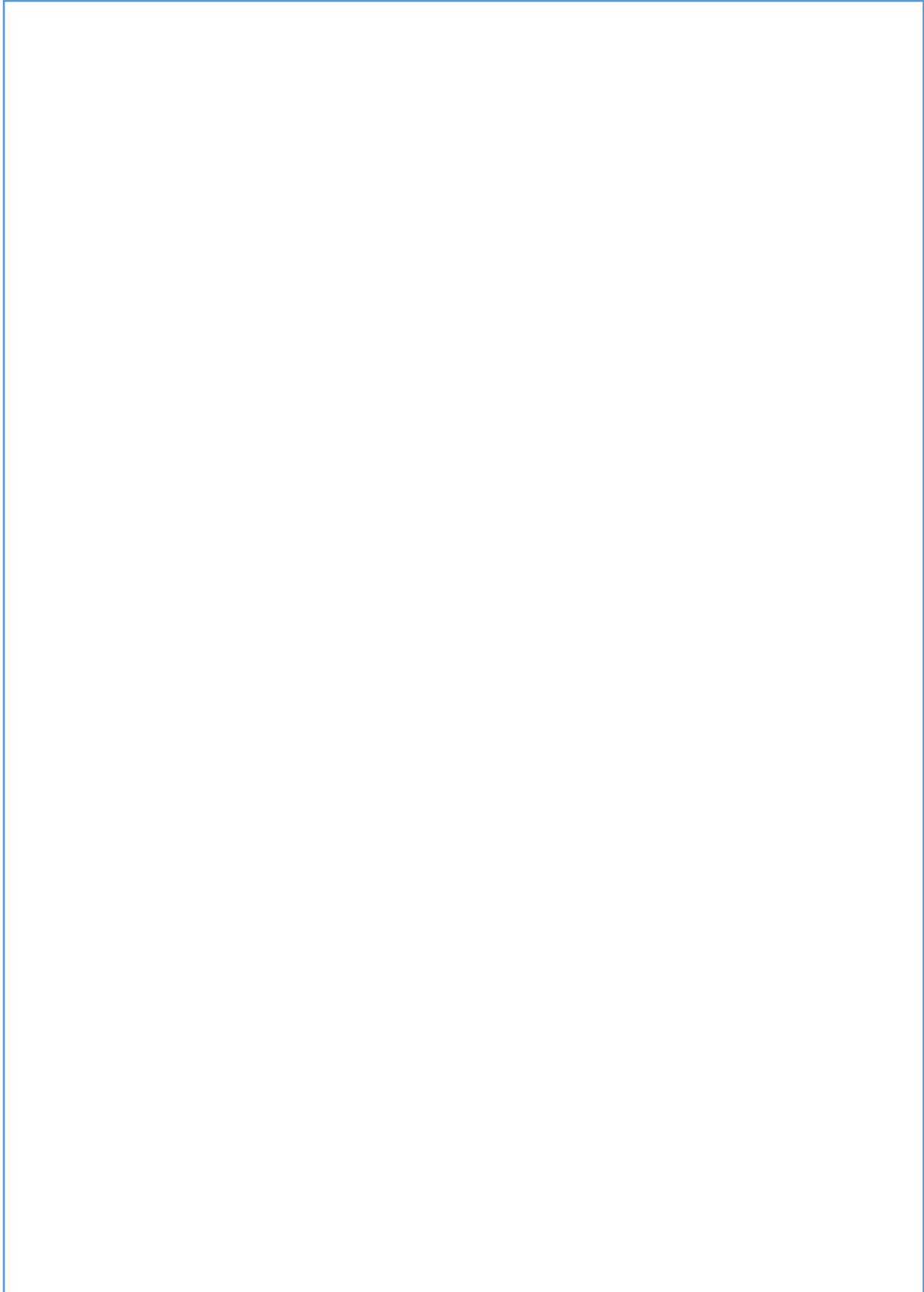
At this stage make sure you have regard to National Planning Framework , Local Development Plan and relevant Locality Plan (referred to locally as “Area Plans”) to see what the priorities and policies are for your area.



Insert a Map of Your Community

You need to define the boundaries of the area or community you want the plan to cover.

The Policy & Strategy Team can assist you to create a map of your community to include in your plan.



Assets, Opportunities, Needs and Challenges

Identify the needs of your area following discussion with the community.

This will form the main section of your Local Place Plan and should be completed following extensive engagement with the local community to determine the views of local people. This engagement needs to ensure that everyone, including young people have had an opportunity to be involved. It should reflect the views of the whole community.

[The Place Standard Tool](#) can help guide these discussions around key questions. The planning and strategy team can advise on engagement methods.

Set out below the engagement activities that your group carried out and a summary and analysis of the feedback you received.

Community Vision Statement/Local Place Plan Objectives

This is your vision statement for the future. What do you as a community want to achieve? What do you want to improve? What difference will this make?

Action Plan

The action plan should set out all potential projects or proposals, timescales for achieving them, delivery costs and resources required. Actions should be as specific as possible and relate to the community vision/ Local Plan objectives including any proposed changes to the East Lothian Local Development Plan.

Development Map

Insert a map of the Local Place Plan area marking it up and highlighting any land or buildings that the plan indicates should be retained or developed. Provide some supporting text to accompany the asset development map.



Registration Checklist

In order to register your Local Place Plan you need to make sure you have provided all the information in the checklist below. You can organise a pre-submission meeting by contacting the Policy & Strategy Team: policy&projects@eastlothian.gov.uk

Registration Requirements	✓
Confirmation of the Community Body's status	
Contact details for your organisation	
Have 'regard to' National Planning Framework, Local Development Plan and Locality Plan (referred to in East Lothian as "Area Plans")	
A map that shows land to which the Local Place Plan relates	
Statement of your proposals as to the development or use of land or building	
A map showing proposals for development or use of land or building	
A statement setting out reasons for amending the Local Development Plan	
Before submission of your plan, make sure you have sent an Information Notice and copy of the proposed Local Place Plan to all relevant Councillors and Community Councils. (The period for comments on the plan should be no less than 28 days after the date of the notice).	
A statement on your view of the level and nature of community support for the Local Place Plan	