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	Statement and Statement of Conformity with the Participation
	Statement

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To be read in conjunction with report to Council, 28 March 2017 - Proposed Local Development Plan: Schedule 4 Representation Responses for Submission to Scottish Ministers

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Conformity with the Participation Statement

Introduction

This document sets out how the consultation process of for the proposed Local Development Plan (LDP) conforms with the Participation Statement.

The Planning etc (Scotland) Act 2006 introduced the requirement for planning authorities to provide and publish a Development Plan Scheme every year to provide details of stages and progress in the preparation of the Development Plan as well as how people can get involved. Planning Authorities must include a Participation Statement in their Development Plan Schemes. It should set out when consultation is likely to take place, with whom, its form and the steps that will be taken to involve the public in the LDP's preparation or review stages.

The Scottish Government sets out guidance on how the community can effectively engage in the planning process in Planning Advice Note 3/2010: Community Engagement. Circular 6/2013: Development Planning sets out appropriate engagement in each stage of the Local Development Plan. Early engagement is defined as being the LDP Main Issues Report (MIR) stage. However, proposals have been developed to extend engagement proposals beyond the PAN and Circular's minimum requirement.

The East Lothian Local Development Plan Scheme 2016 sets out East Lothian Council's programme for preparing and reviewing its Local Development Plan with a participation statement outlining when, how and with whom consultation will take place during the plan preparation process (Appendix 2).

Purpose

The Planning etc (Scotland) Act 2006 requires Planning Authority's to submit a report on the extent that the authority has consulted and involved the wider public and how the authority has conformed to the current Participation Statement. This Statement of Conformity has been prepared to meet Section 18 (4)(a)(i) of the Act and demonstrates that the different stages in the Development Plan preparation have met with the Participation Statement as set out in the Development Plan Scheme which was in place at the time of the Proposed East Lothian Local Development Plan consultation. This is to allow an assessment to be undertaken as to whether the Council have done what they said they would do in respect of consultation. Section 19(5) of the Act requires this assessment to be carried out by an independent Reporter appointed by the Scottish Ministers. The independent Reporter will consider the Participation Statement, this Report of Conformity and any representations relating to the Council's consultation and public involvement activities.

East Lothian Local Development Plan

Under the terms of the Planning etc. (Scotland) Act 2006, Local Authorities are required to produce a Local Development Plan. A Local Development Plan provides a detailed planning framework at a local authority level, setting out policies for assessing planning applications and identifying sites for development or protection from development. They will eventually replace Local Plans, including the current adopted East Lothian Local Plan 2008. Once adopted, the East Lothian Local Development Plan will contain a Spatial Strategy, Proposals Map, accompanying Supplementary Guidance as well as an Action Programme.

Process and Timetable

The significant stages and documents in the preparation of the LDP are as follows:

- Prepare and publish the Development Plan Scheme Annually
- Survey and Technical Work and Early Participation survey and technical work undertaken to inform the Main Issues Report and stakeholders and members of the public consulted with regard to their requirements for the Plan. (Jan-Feb 2012)
- Main Issues Report the findings of the survey and technical work and early participation is reflected in the Main Issues Report which sets out the issues to be addressed by the Local Development Plan and the options for addressing these. (Nov 2014)
- Proposed Plan the Proposed Plan is a consultative version of the Plan published as the Council would like to see it adopted. (September November 2016)
- Submission to Scottish Ministers following consultation and amendment if necessary the Proposed Plan is submitted to Scottish Ministers for examination. (Early 2017)
- Examination if there remain unresolved representations to the Proposed Plan when submitted to the Scottish Ministers, a Reporter will be appointed to examine the Plan.
- Adoption following an examination of the Plan, it is modified if necessary and then published for adoption. (Late 2017)

Strategic Environmental Assessment

The Council will undertake a Strategic Environmental Assessment (SEA) of the new LDP. At key stages in the preparation of the LDP the Council will produce an Environmental Report assessing the environmental impact of the Plan's policies and proposals, and of any alternatives. These Environmental Reports will be subject to public consultation.

Equalities Impact Assessment

The public sector equality duty under the Equality Act 2010 (Specific Duties)(Scotland) Regulations 2012 requires the Council to assess the impact of applying a new or revised policy or practice against the needs mentioned in the equality duty. The Council is also required to publish the results of the assessment within a reasonable timescale.

Habitats Regulation Appraisal

The Habitats Regulations require competent authorities to assess certain plans which affect Natura Sites. Where relevant, Appropriate Assessment must also be carried out to establish if there will be an adverse impact on the integrity of a Natura site.

Who can participate in the preparation of the new Plan?

Participation in the plan-making process is open to everyone; individuals, community groups, and small local businesses to investors, land owners, house builders and national and international companies.

When will participation happen?

Participation will be encouraged throughout the preparation of the LDP. There are stages of the process associated with the publication of documents when the Council is required to formally consult with participants, for example on the Main Issues Report and the Proposed Plan. There are also formal consultation stages for SEA.

How will the Council manage and encourage participation?

The following table outlines what methods were used to encourage and undertake participation at each stage of the Local Development Plan Process

The Participation Statement as illustrated in Appendix 2 contains a number of different stages in the preparation of the East Lothian Local Development Plan at which there would be public involvement. Conformity with the Participation Statement is set out below.

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
Prepare and Publish the Development Plan Scheme Annually	The provision of the Planning etc. (Scotland) Act 2006 (the Act), Part 2 Section 20B requires East Lothian Council as a local planning authority to prepare a Development Plan Scheme at least annually.	The Development Plan Scheme published annually will be available in public libraries and on the Council's website.	The Development Plan Scheme has been updated on an annual basis and is available in public libraries and on the Council's website. Each time the Development Plan Scheme (DPS No.8) is updated it is noted on the Council's webpage.
Pre Main Issues Report		Consult with the community at an early stage.	East Lothian Council commissioned Planning Aid Scotland (PAS) to design and deliver ten events across the main settlements in East Lothian to support them to achieve their ambition to 'front load the Main Issues Report (MIR) consultation process through a series of structured conversations with organisation and individuals from a wide range of sectors" (see Appendix 3). Letters were sent to general public, businesses, developers and community council's with an awareness leaflet and discussion paper enclosed. An advert and a notice were placed in the East Lothian Courier (10 Jan and 20 Jan 2012).

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
			 Events were delivered at various times of the day in an attempt to encourage greater participation. Community events were held in Haddington, Prestonpans, North Berwick, Musselburgh, Tranent and Dunbar on 1st, 3rd, 6th, 9th, 21st and 25th February 2012 respectively. Blindwells community workshop was held in 13th Feb in Tranent. A Community Council workshop was held on 8th Feb in Haddington and business and developer forums were held on 15th and 22nd Feb in Musselburgh. A total of 180 people attended the programme across East Lothian. Each event was facilitated by PAS staff and volunteers. Representatives from East Lothian planning department attended each event and participated in the discussions.
			A wide range of views was expressed on what the priorities should be for East Lothian's development. These covered a diverse range of topics: housing, transport, employment, shopping, community facilities, green space, renewable

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
			 energy, and many others. A common theme across many of the workshops was the need for new development to be tailored for each settlement – effectively, a localised approach for each place. Planning Aid for Scotland produced a report for Council summarising the events' findings (Appendix 3). Local surveyors, architects and estate agents Chalmers & Co, based in Haddington, undertook an online survey and organised a workshop on 28 November 2012 to add a rural dimension to the pre Main Issues Report consultation. The Council attended and engaged with this group at this and subsequent events.
		Creation of dedicated LDP webpage, LDP mailing list set up with regular LDP information sent out and East Lothian LDP newsletter that provides updates on the progress of the new LDP and how people can be involved.	At the start of the LDP process the Council's web pages were updated and a mailing list was established based on the individuals and organisations that had engaged in the previous Local Plan process and the PAS workshops. Since then the web pages are periodically updated when considered appropriate and there are links on the web pages to request to be added to the mailing list.
		Online consultation questionnaire for 'Call for Sites' within East Lothian.	A 'Call for Sites' consultation was undertaken in February 2012 asking for written comments and suggestions, and proposals for particular sites and what they should be used for in East Lothian. Around 100 sites were submitted for consideration. Suggestions were mainly from landowners and developers, plus a number of other written comments and suggestions

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
			from a range of parties. The great majority of sites put forward were suggestions for housing. A proforma 'Development Options Appraisals form' was used as part of this process to ensure it was easy for anyone to submit information for a site to be considered. A Sustainability Checklist accompanied this form and provided guidance on the issues that will be used to help judge the merits of competing development options.
	Section 17(4) of the Planning etc (Scotland) Act 2006 and Regulation 11 requires the planning authority to consult with and have regard to any views expressed by the key agencies, the Scottish Ministers, any adjoining planning authority and any planning authority within the same Strategic Development Planning Authority (SDPA) as the LDP area.	Participants contacted include community councils, key agencies and other infrastructure providers, community planning partners, local community groups, business associations and known contacts within the development industry active in East Lothian.	In accordance with s.17(4) of the Act 2006, East Lothian Council contacted relevant agencies and service providers at an early stage in the preparation of the development plan in order to ensure full and effective engagement. Contact was made with key agencies (Scottish Natural Heritage, Scottish Environment Protection Agency, (SEPA) Scottish Water, SEStran and NHS Lothian); Historic Scotland (now Historic Environment Scotland); Transport Scotland; the Forestry Commission and other infrastructure providers. The focus was on how best to engage with all these organisations and to agree what information the Council needs from them to inform subsequent plan preparation and environmental reports. Direct input into the Council's Community Planning Partnership was achieved through engagement with the East Lothian Strategic Land Use Planning Group. This enabled early discussions on issues, constraints and opportunities within the area. Providing an early opportunity to discuss and agree priorities and timescales.

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
Publication of Main Issues Report, Environmental Report and Monitoring Statement		Report to Council on the publication of the Main Issues Report, Environmental Report and Monitoring Statement.	A Report went to Council on the 28 October 2014. Summarising for the members the main issues, the consultation process and how people could comment and get involved. The Consultation Period was open from Monday 17 November 2014 to Sunday 8 February 2015.
	Regulation 12 requires the Authority to publish in a local newspaper and on the internet a notice indicating that the document has been prepared, at what times it can be inspected, a brief description of its content and purpose, where further information can be obtained, inviting representation from any wishing to do so and information on how and to whom any representation should be made and by what date.	Publish Press Adverts and deposit the documents at John Muir House, Local Libraries and Community Councils.	An advert was prepared and was published in the East Lothian News and East Lothian Courier on 7 November 2014 (see Appendix 4). A notice was placed in East Lothian Living (Winter 2014) in the form of a 4-page pull-out for inclusion in Living magazine, which could double-up as an information leaflet for use during the consultation. The documents were placed on display at each of the Council libraries, at the Council's John Muir House and Musselburgh's Brunton Hall and hard copies were sent to each Community Council.
	Part 2, Section 16 of the Act requires the Planning Authority to prepare and publish a Monitoring Statement that monitors the principal physical, economic, social and environmental characteristics of the area and the impact of the	Monitor the existing plan policies and changes in characteristics of the LDP area, research topics, consult appropriate parties in preparation of Monitoring Statement to inform the Main Issues Report.	The preparation of the Monitoring Statement was undertaken, providing evidence to support the plan's content and the benchmark for continuous monitoring. This was published alongside the MIR.

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
	policies and proposals of the existing plan and publish it alongside the Main Issues Report.		
	Notice containing information regarding the publication of the Main Issues Report should be sent to the key agencies, neighbouring planning authorities, planning authorities within the same SDPA area and Community Councils. The authority is to send a copy to the Scottish Ministers along with the monitoring statement.	Notification of the Main Issues Report sent to neighbouring authorities, key agencies, Community Councils and the Scottish Ministers.	As required, East Lothian Council notified the key agencies and the neighbouring authorities. Copies of the documents were sent to the Scottish Ministers, Community Councils, Key Agencies and neighbouring authorities.
		Notify everyone on the consultation database.	An email was sent to all the email addresses on the Local Development Plan consultation database providing links to various consultation reply mechanisms.
		Workshops with members of the public, various local interest groups, Community Councils, members and Area Partnerships.	In November and December 2014 6 consultation events were held in: Musselburgh Prestonpans Haddington Dunbar North Berwick

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
			 Tranent The consultation events consisted of an informal drop in session, closely followed by a workshop. The drop in sessions ran from 2.00pm-5.30pm. This was an opportunity to stop by during these hours to find out more about the Main Issues Report strategies, to view hard copies of the consultation documents, to speak to members of the planning department and to find out more about how to comment on the consultation documents. The workshops ran from 6.30pm-8.30pm and required registration, and focussed on the main planning issues from the Main Issues Report. Though the workshops were open to everyone, registration for a chosen workshop was required. There was an introduction to the wider topics covered by the Main Issues Report, followed by a closer focus on the issues relevant to the settlement area. The workshop was based around topic tables which included: Planning for Employment and Town Centres Transport and Infrastructure Planning for Housing Environment, Placemaking and Green Networks The Rural Area Spatial Strategy

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			session took place highlighting the main points from each topic table and further details given on how to provide Council with representations.
			Planning officers also attended meetings of each of the Area Partnerships.
	Publication on the internet. The Act requires authorities to ensure that people who may be expected to want to comment on the main issues report are made aware that they can do so, and are given such an	Web based consultation system set up with an electronic copy of the Main Issues Report and Environmental Report with the electronic consultation form on the internet as alternative to	Information was published on the Internet including information on how to make comments. The web based consultation system enabled submission of comments through a custom designed system that was structured to allow respondents to answer specific questions on each of the main issues in the report and/or on the Interim Strategic Environmental Assessment. The webpage also contained a
	opportunity.	the Local Development Plan	video (available here) that gave additional information on the

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
		Consultation System.	MIR and had a link to a Frequently Asked Questions (FAQ) page. Consultees were also able to submit comments to the Local Plan consultation inbox by email or send hard copies to the Council office. Respondent forms were also available in each library.
Prepare and publish the proposed East Lothian Local Development Plan and Environmental Report		Report to Council on the preparation of the Proposed Local Development Plan and Environmental Report	A Report went to Council on the 17 November 2015 to agree preparation of the Proposed Plan. A Report went to Council on 6 September 2016 to agree publishing the Proposed Plan.
		Meetings with various Community Councils and Local Area Partnerships.	Further engagement work was held with 5 different community councils in February 2016 with regards to housing and employment sites proposed to be included in the finalised Local Development Plan. The new sites were not consulted on through the MIR and therefore council carried out additional consultation focusing on Circular 6/2013 as a material consideration. Meeting were set to coincide with the Community Councils monthly meetings. The purpose of the further consultation was to raise awareness of the sites that are or may be proposed for development/allocations in their area; allow views on the new sites to be formed and for responses to be submitted to Council for consideration and to explain the procedural steps ahead.

East Lothian Council did
riod for representations was open from Monday 19 hber 2016 to Sunday 6 November 2016, with an extra g day allowed for receipt of hard copy representations. ert was published in the East Lothian Courier 15 hber 2016 with information of where and when the LDP be viewed and how to make a representation and find information. itional advert was published in the East Lothian Courier tember 2016 noting an extension of the representation by one week. This was due to a very small number of ectly printed neighbour notifications being sent out and ied within the first week. A copy of both adverts is hed in Appendix 4. cal Development Plan web page(s) were updated to e the information required. An online Consultation hub ed to allow consultees to submit their representations ecific format. Six surveys were created to make it easier ople to respond to the Local Development Plan, the Programme, Strategic Environmental Assessment, mentary Guidance and Supplementary Planning uce. Consultees were also able to submit their ents in an email to the Local Development Plan email s and in a hard copy to the planning team at John Muir Haddington. Representations were also able to be by submission to other Council premises. ation on the consultation on the Proposed Plan was to the front page of the Council's website and also to

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
			the East Lothian Consultation hub, the specific consultation section of the website. For those without their own internet access this was accessible in local libraries and at the planning authority's offices in Haddington.
			All comments submitted to the Council on the Proposed Plan will be available for inspection on the Council's website via the Consultation Hub.
	A copy of the document to be made available for inspection at an area office and every public library in the LDP area.	Display proposed Plan at libraries and John Muir House, Haddington.	Copies of the documents and supporting information were placed on display at each of the Council libraries, at the Council's Headquarters, at local area offices and copies were also sent to each Community Council and Area Partnership.
	Notice containing this information should be sent to key agencies, adjoining planning authorities, where the LDP is within a SDP area, the other authorities within the SDP area, and any community council within the LDP area.	Notification and copies of the Proposed Plan sent to neighbouring authorities, key agencies, Community Councils.	As required East Lothian Council notified the Key Agencies, neighbouring authorities, other SDA Authorities, all libraries, and Community Councils and Area Partnerships within the East Lothian Council Area. A full set of documents was sent all those mentioned above.
	Notify any person who made a representation to the Main Issues Report (MIR).	Notify any person who commented on the Main Issues Report. Notify everyone on the consultation database.	All those who made representation on the Main Issues Report and contacts on the Local Development Plan Consultation database were formally notified of the publication of the Proposed Local Development Plan, explaining where the Proposed Local Development Plan could be accessed, how to make representations and the period in which representations

Stage in the Development Plan	What the legislation requires	What East Lothian Council said they would do in the Participation Statement	What East Lothian Council did
			could be made. Some letters were sent out with incorrect information due to a printing error and therefore a notice was placed in the local newspaper reflecting this and the period was extended by a week (see Appendix 5).
	Notification of Publication of Proposed Plan where the proposed Local Development Plan includes a proposal for development relating to a specific site which, if implemented, would be likely to have a significant effect on the use or amenity of that site or neighbouring land. The Planning Authority has to give notice to the owner, lessee or occupier of any premises situated on that site or on neighbouring land.	Notify owners, lessees or occupiers of a site, and owners, lessees or occupiers of land neighbouring that site, which the plan proposes specifically to be developed, and which will have a significant effect on the use and amenity of the site and neighbouring land.	Utilising the Council's GIS capabilities and Uniform system (The Development Management computer software) local residents within 30 meters of development proposals within the Local Development Plan were notified by letter including details of the proposal and where it is located including a map showing the site in question, a description of the proposal, where the proposal can be viewed, the period within which the plan is available for inspection and details of how to make representation. Two sets of letters were sent out with incorrect information and therefore a second letter containing the correct information was resent to those affected and the representations period was extended by a week to reflect this.

Final Stages - Modifications, submission to Scottish Ministers, Examination & Adoption

Following publication of the Proposed LDP and an assessment of the representations received, the Council will consider if it should make any significant changes to the plan. Any 'notifiable' modifications will be advertised and all objectors, and those who have previously engaged in the plan process, will be notified.

Any unresolved objections will be considered at an examination. This is likely to be held in early / mid 2017 if there are no 'notifiable' modifications or in mid / late 2017 if there are 'notifiable' modifications. The recommendations of any examination will be largely binding on the Council. Required changes will be incorporated as modifications to the Proposed Plan.

Any modifications will be advertised and all objectors, and those who have previously engaged in the plan process, will be notified. The modifications and modified plan will be available for inspection in the planning authority's offices, in public libraries and on the Council's web site.

The final stages in plan preparation involve the Council submitting the plan (modified as required) to Scottish Ministers, along with supporting documentation. After 28 days the Council may adopt the plan unless directed not to do so by Ministers. On the basis of the above timescales this may be in early 2018 (assuming no 'notifiable' modifications).

Conclusion

East Lothian Council has complied with the Participation Statement within the Development Plan Scheme in place at the time of publication of the Proposed Local Development Plan. This Statement has outlined the range of different consultation methods which have been utilised to reach as wide a range of people as possible. In addition to the statutory requirements East Lothian Council undertook a charrette exercise, focus groups and held numerous additional meetings and presentations to explain and encourage consultees to engage in the process. This has resulted in a successful and comprehensive consultation process.

APPENDIX 1

Local Development Plan Programme Summary

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Publish MIR												
Consider responses												
Prepare Proposed Plan												
Publish Proposed Plan (7 weeks)												
Consider responses												
If no notifiable modifications												
Submit to Ministers												
Examination												
Consider report												
Adopt Plan												
If notifiable modifications required												
Prepare modifications												
Publish modifications (6 week												
representation period)												
Submit to Ministers												
Examination												
Consider report												
Adopt Plan												

Appendix 2 East Lothian Council Development Plan Scheme: Participation Statement

The information below is an extract from East Lothian Council's Development Plan Scheme 2016. It sets out the variety of methods that the Council has used to gather views, comments and options.

The East Lothian Local Development Plan: past and proposed consultation programme

East Lothian Council has extensively consulted throughout the new Local Development Plan Process and so far our consultation has included:

April/May 2011: awareness raising

Purpose

This activity publicised the Council's intention to begin preparation of the East Lothian Local Development Plan (ELLDP). It set out:

- the purpose of the plan
- how and when it will be prepared
- the opportunities for participation

The process identified those parties that wished to engage in the plan's preparation. People and organisations were asked to comment on the land use planning issues that the plan should address and to offer their thoughts on where new development should be located.

Methods

Awareness raising was by:

- public notice and press releases
- the distribution of an explanatory leaflet to Community Councils, local groups and organisations with an interest in the local area, and those who have requested to be consulted
- Details were available at the Council's main offices, and at all East Lothian libraries
- Details were also available on Council's web site. An ELLDP electronic mail box was set up and publicised, acting as a point of contact for those wishing to communicate by this method
- A dedicated local development plan page was set up on the Council's web site
- A consultation database for all those wishing to engage in the plan preparation process was established and expressions of interest in participating canvassed and recorded.

Key participants

Key participants contacted included community councils, key agencies and other infrastructure providers, community planning partners, local community groups, business associations and known contacts within the development industry active in East Lothian. Direct input into the Council's Community Planning Partnership was achieved through engagement with the East Lothian Strategic Land Use Planning Group. Contact was made with key agencies (Scottish Natural Heritage, SEPA, Scottish Water, SEStran and NHS Lothian); Historic Scotland; Transport Scotland; the Forestry Commission and other infrastructure providers. The focus was on how best to engage with all these

organisations and to agree what information the Council needs from them to inform subsequent plan preparation and environmental reports.

July 2011 to June 2013: issues and options engagement

Purpose

This stage in the plan preparation process was an opportunity for individuals and organisations to engage in the identification and assessment of land use planning issues and options for East Lothian. This was based on SESplan's Proposed Strategic Development Plan, published in November 2011. The Proposed Plan indicated East Lothian's role in its proposed settlement strategy and how it might be affected by its broad planning policies and proposals: for example, the amount of additional housing it might have to plan for and its broad location. This provided a context for that engagement.

Methods

The Council commissioned Planning Aid for Scotland to facilitate a series of ten workshop events in February/March 2012 to canvass the views of the public and other stakeholders on the main planning issues that should be included in the Main Issues Report. Six community workshop events were held, one in each of the main towns. In addition, a workshop specific to Blindwells new settlement was held, together with a Developers Forum, a Business Forum and a Community Council workshop. A discussion paper prepared by the Council was made available and widely circulated. This indicated how the Proposed Strategic Development Plan would, if approved, shape a settlement strategy for the SDP area and how this might in turn influence the choice and selection of a preferred local development plan strategy for East Lothian. The paper also sought comment on more local planning issues, including specific sites where development should or should not be allowed and on key land use planning issues. There was also a further opportunity for landowners and developers to submit development proposals that they wished considered in the plan preparation process.

Key participants

The key participants in this process of engagement were key agencies and other infrastructure providers, community councils, community planning partners, the East Lothian Housing Partnership, SDP partner planning authorities, local community groups, the development industry, the public, and those who have expressed a desire to engage in the plan's preparation.

June 2013 to September 2014: scenario testing and site assessment

Purpose

This stage in the plan preparation process followed approval of SESplan by Scottish Ministers, who increased the overall housing requirement for the area. This made it clear that the issues and options that had been emerging for the LDP would have to be revisited as they were based on the SESplan Proposed Plan. Development of the SESplan Supplementary Guidance indicated an increased housing requirement for the East Lothian LDP. The Council carried out further work on environmental and infrastructure matters to understand the impacts of different scenarios, as well as preparing an updated Monitoring Statement. This informed the preferred development strategy for East Lothian, consistent with the approved SDP strategy, and the reasonable alternative, for subsequent inclusion in the LDP Main Issues Report (MIR). A significant amount of work on the

Strategic Environmental Assessment was also progressed, including detailed site assessments, and initial stages of the Habitats Regulations Appraisal.

Methods

Meetings were held with certain key agencies, infrastructure providers and neighbouring planning authorities, and information was shared by email.

Key participants

Engagement at this stage focused on key agencies, other infrastructure providers, and neighbouring planning authorities.

November 2014: publication of Main Issues Report (MIR) and supporting documents

Purpose

This stage in the plan preparation process was the opportunity for individuals and organisations to submit their views on the proposals in the MIR. This was also a key stage in the process of the Strategic Environmental Assessment of the local development plan. The MIR was accompanied by an interim Environmental Report that was also open to comment, including detailed site assessments of potential development sites. A Monitoring Statement and Transport Appraisal were also published.

Methods

The availability of the MIR and interim Environmental Report was widely advertised including:

- In the local press
- A 4 page insert in the Council's 'Living' newspaper distributed to every household in East Lothian
- On the Council's web site, including its Consultation Hub and via social media
- Through poster distribution
- Key participants and those who had expressed a desire to engage in the plan-making process were notified of its availability
- Public notice was given about how and by when representations could be made. The period allowed for receipt of representations was twelve weeks.
- Copies of the report (and/or weblinks, as appropriate) were sent to community councils, community planning partners, partner SDP planning authorities, key agencies and other infrastructure providers.
- The MIR was accessible on the Council's LDP webpage and was made available for inspection in local libraries and in the planning authority's offices in Haddington and at the Brunton Theatre in Musselburgh.
- A series of events was held in each of East Lothian's main towns, involving afternoon drop-in sessions and evening workshops. Planning officers also attended meetings of each of the Area Partnerships.

Formal comments on the MIR and interim Environmental Report were accepted in writing, either in hard copy or via a dedicated local development plan e-mail address, and were particularly encouraged to be submitted online using the Consultation Hub.

Key participants

The key participants in this process were key agencies and other infrastructure providers, community councils, community planning partners, SDP partner planning authorities, local community groups, the development industry, all those who had expressed a desire to engage in the plan's preparation, and members of the general public.

Early 2016: additional consultation with Community Councils

Purpose

This stage in the process was to carry out additional specific and targeted further engagement work with specific Community Councils with regard to housing and employment sites in their area which were not consulted on through the MIR but are proposed to be included in the Finalised Proposed Local Development Plan.

Methods

Planning officers attended relevant community council meetings to carry out further specific, targeted consultation to:

- raise awareness of the sites that are or may be proposed for development / allocation in their areas in the Finalised Proposed LDP;
- allow views on the new sites to be formed and for responses to their inclusion within the plan to be submitted to Council for consideration as it decides on the content of its Finalised Proposed LDP;
- explain the procedural steps ahead, including that a formal period for representation exists, that Council could make modifications to the plan as a result of any formal representations, and that an examination in public process exists should there be unresolved objections to the plan.

Key participants

The key participants in this process were Macmerry and Gladsmuir Community Council, North Berwick Community Council, Humbie, East and West Saltoun and Bolton Community Council, members of the general public and local Elected Members.

Late 2016: publication of Proposed Local Development Plan and supporting documents

Purpose

The publication of the Proposed East Lothian Local Development Plan is the opportunity for individuals and organisations to submit formal representations to the Council on the contents of the Proposed Plan. Having had regard to the representations received on the MIR, the Council will have reached a view on its form and content. The Council will now be looking to provide information and facilitate representations rather than seeking further engagement. A revised Environmental Report and a Proposed Action Plan will accompany the Proposed Plan's publication. A draft Habitats Regulations Appraisal may also be published at this stage (and, if necessary, a draft Appropriate Assessment).

Methods

The Proposed Plan's availability, content and purpose will be extensively advertised:

- in the local press
- on the Council's web site, including its Consultation Hub
- by contacting key participants and those who have expressed a desire to engage in the plan-making process (including respondents to the Main Issues Report)
- Copies of the report (and/or weblinks, as appropriate) will be sent to community councils, partner SDP planning authorities, adjoining planning authorities, and key agencies
- will be available for inspection in local libraries and at the planning authority's offices in Haddington

The Council will allow a period of no less than six weeks during which formal representations can be made to the proposed plan. Public notice will be given about how and by when representations may be made.

In accordance with Regulations, the Council will notify owners, lessees or occupiers of premises on sites, and those of premises on neighbouring land, which the proposed LDP specifically proposes to be developed and which would have a significant effect on the use and amenity of that site or of that neighbouring land.

Key participants

Key participants will be any individual, group, business, or organisation that wishes to submit representations either in support of or against any matter contained in the Proposed Local Development Plan.

Subsequent Stages

Following publication of the Proposed LDP and an assessment of the representations received, the Council will consider if it should make any significant changes to the plan. Any 'notifiable' modifications will be advertised and all objectors, and those who have previously engaged in the plan process, will be notified.

Any unresolved objections will be considered at an examination. This is likely to be held in early 2017 if there are no 'notifiable' modifications or in mid 2017 if there are 'notifiable' modifications. The recommendations of any examination will be largely binding on the Council. Required changes will be incorporated as modifications to the Proposed Plan.

Any modifications will be advertised and all objectors, and those who have previously engaged in the plan process, will be notified. The modifications and modified plan will be available for inspection in the planning authority's offices, in public libraries and on the Council's web site.

The final stages in plan preparation involve the Council submitting the plan (modified as required) to Scottish Ministers, along with supporting documentation. After 28 days the Council may adopt the plan unless directed not to do so by Ministers. On the basis of the above timescales this may be in early 2017 (assuming no 'notifiable' modifications).

Pre-MIR Engagement: Appendix 3

Link to Planning Advice Scotland workshop report: PAS workshops

Advertisement, East Lothian Courier

Page 37 Page 36			www.castl	othiancourier.com
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Advertisement, East Lothian News

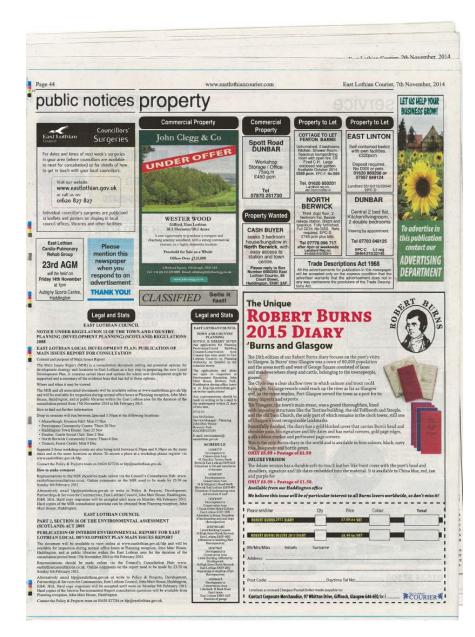


APPENDIX 4 MIR ADVERTS AND PRESS

Advertisement, East Lothian News, November 7 2014



East Lothian Courier, 7 November 2014



APPENDIX 5 PROPOSED LOCAL DEVELOMENT PLAN ADVERTS

First advertisement: East Lothian Courier September 15 2016 (the East Lothian News was no longer in publication by this date)

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Second Advertisement: East Lothian Courier September 29 2016