

LPP newsletter for communities: December 2025

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The first LPP Community of Practice meeting heard from 2 groups in the field – and my goodness it was helpful to hear. [Avich and Kilchrenan Community Heritables](#) and the [Dalavich Improvement Group](#) shared their experiences of community engagement:

- Folk struggled with their long questionnaires, but they got a lot of data in the end from 100 people who offered 30 specific ideas and the community voted to put 13 of those into a process.
- AI made analysis easier, and Word Cloud and Canva AI for presentations.

People from the community are now all on a journey and they know what's going on, as opposed to just a handful of enthusiastic people from the community council with the majority not knowing what is going on.

- All ages took part; young people were offered a pizza session to contribute to the Community Action Plan. They gave qualitative feedback that was identifiable using a Word Cloud.
- People were invited to tell us how to make the ideas better, voting on all 30 ideas. The flyers were door dropped and people could vote digitally. 85% of respondents did this.
- A [community led action plan research model from SCDC](#) was helpful.



The final hurdle – Validation.

The legislation requires quite a lot of fiddly steps to get validated. There are map requirements, statements about your engagement and how you had regard to NPF4

#Photo by [Quino AI](#) on [Unsplash](#)

and a statement laying out your proposals. Finally, there are the statutory notifications, which we need to see evidence of. Worth allowing a bit of extra time to get right and save the back and forth later on!

The Planning team have given detailed information on this stage at the end of this newsletter to help you with this.

Woolly Boundaries:

It might be tempting to indicate a general area on a map, when you are describing a proposal, but it makes it difficult to understand what is meant and what might be included in LDP3. Paul Ede shows how easy it is to put forward your proposals in a clear way and meet the requirements in the [Masterclass on Mapping](#). Have a look at minute 24:37 to 31:02 to see how he designs the below proposal map:

Proposal 1 - Community Garden



Community Action Plan Project

Who: CLEAR
Partners: Council, other charities
Timeframe: next 3 years
Indicative cost: £60,000 (inc land purchase)

Actions and first steps

- Buy land after securing planning consent
- Buy equipment
- Recruit volunteers

Local Place Plan Proposal

Proposal: request that the proposed change of use of site from former pub to community garden be included in LDP granting PP in principle

Justification:
Policy 9 Brownfield
Policy 25: Community Wealth Building

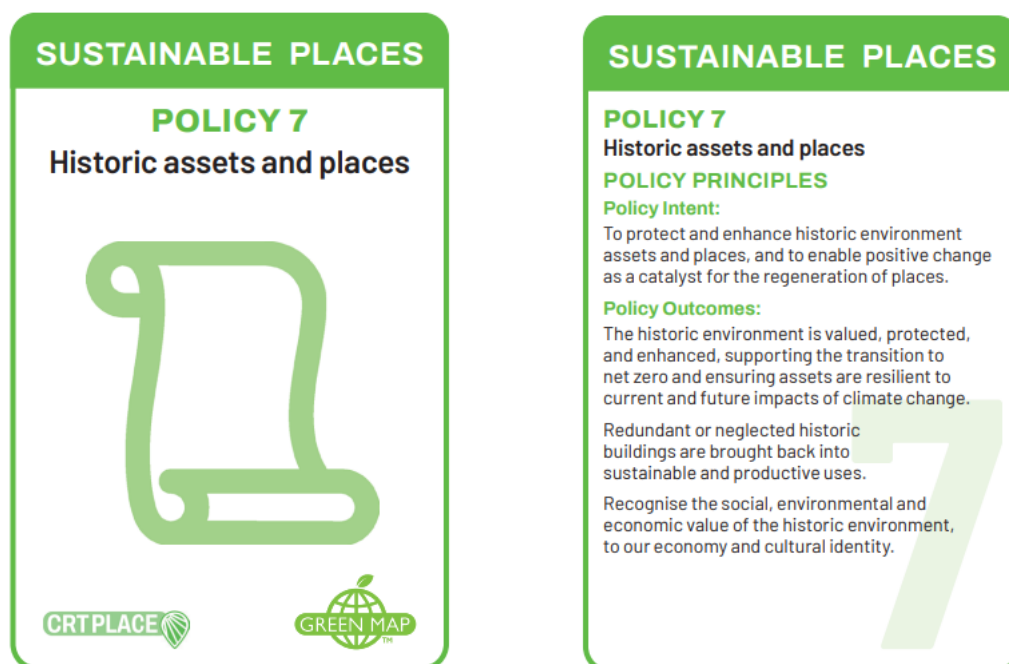
Population Figures:

You can find the number of persons on the Electoral roll for your Community Council area on the appendix to the Scheme of Establishment [here](#).

Coalfields Regeneration Trust Policy cards:

To help folk make sense of the requirement to *provide a statement explaining how the Community Body has had regard to National Planning Framework 4 (NPF4) in preparing the LPP*, the [Coalfields Regeneration Trust](#) has produced some NPF4 cards to help with group conversations – contact us for more info.

Here is an example of one of the policy cards, front and reverse. They are just slightly larger than a playing card and match the icons on the [Green Map](#) if you are using that resource.



Next CoP:

The next Community of Practice will take place in the New Year and will look at the differences between a CAP and an LPP. If you have worked on one or the other and want to share what you learnt it would be great to hear from you, as folk will learn a lot from your practical experience. The CoP is a safe space to learn from peers and your participation is so valuable.

LPP Submission Help from Planning colleagues:

This information is not intended to be a complete walk through of the submission process but highlight some key areas that might help community bodies ensure that the LPP submission meets the requirements set out in legislation. The [Local Place Plan regulations](#) should be read in full, and guidance is provided in [Scottish Planning circular 1/2022: Local Place Plans](#).

The Local Place Plan Regulations set out certain information that should be included in the LPP itself and also certain information that should be submitted alongside it. It is important to note the distinction between the two and when submitting an LPP for validation that this information is reflected as per the regulations.

Information that is required within the Local Place Plan- more detail.

Section 3 of the Local Place Plan Regulations sets out the information that should be included in the LPP itself. Some of these requirements are explained in more detail below.

The LPP needs to “*identify the community body by whom it is prepared*”. This can be done with a simple statement towards the start of the LPP e.g.

*“This Local Place Plan has been prepared by *****”*

The LPP needs to “*contain a map that shows the land to which the local place plan relates*” and this map also needs to be “*sufficiently detailed so as to enable the boundaries of the local place plan area to be identified*”. We would suggest that the LPP contains a dedicated map with a title or annotation indicating that it shows the boundary of the LPP area. The map should feature a clear outline of the LPP area. Where the LPP area is extensive, for example, a whole community council area it is not generally possible to show every intricate detail of the boundary especially where the map is at an A4 page size. In these situations, we recommend that the boundary is shown as accurately as possible and if it does relate to an established area such as a community council boundary to include that information as part of any annotation/title or accompanying text.

The LPP needs to “*contain a statement of the community body’s proposals as to the development or use of land within the local place plan area.*” It should be remembered that LPPs are primarily about the development and use of land. The LPP needs to contain a clear statement of proposals. This statement could be a single section or split up into different parts of the LPP. In the case of the latter, it should be clear to see that these proposals are part of the overall statement. For example, the use of distinct boxes and titles such as shown below.

Proposal A – The land adjacent to 21 Example Street to be used for affordable housing provision
(further description of the proposal here)

Proposal B – The land to the south Example Road to be retained for recreational uses
(further description of the proposal here)

Where a proposal identified in the LPP “*relates to a specific area of land or particular building*” then the “*local place plan is to contain a map or maps which identify the location of the land or building*”

A map that clearly depicts the boundary of the land or building identified in the proposal should be provided and the title or annotation of this map should clearly reference which proposal it relates to. The map should ideally be located alongside or near to the proposal statement in the LPP (see the example shown in the “Woolly Boundaries” section above).

Information required alongside the LPP

Section 5 of the Local Place Plan regulations require that certain information is submitted alongside the LPP. It is important that this information be submitted separately to the main LPP document as the Council will need to place certain elements of it on the LPP register as separate documents alongside the LPP itself. The validation form on the [Local Place Plan](#) page of the Council’s website helps set out each of the Section 5 requirements and the information can be submitted through the form itself.

It is important that the information required by Section 5 is submitted as separate documentation. The use of statements setting out that the information can be found on certain pages of the LPP should be avoided. Whilst there is nothing to stop the requirements at Section 5 also being included in the LPP itself it is important that they are submitted separately for validation.

One of the requirements under Section 5 is the submission of evidence of compliance with notification requirements and these are set out separately in Section 4 of the regulations.

Where the notifications have been sent by email then a copy of the whole email should be submitted. This could either be a forwarded copy of the original email, a saved copy of the email file or screenshots of the entire email. It is important that whichever method is used that it includes the full body text, the proof of whom it was sent to (e.g. the 'send to' box) and the date it was sent. The submission of partial email details will not enable the Council to check that all the requirements have been met.

Section 5 of the regulations requires that if the LPP is not being prepared by a Community Council then then a copy of the constitution of the community body that is preparing it is submitted. It is strongly recommended that the constitution is also submitted to Council as early as possible in the LPP preparation process so that it can be checked to ensure it meets the requirements of [section 19 of the Community Empowerment \(Scotland\) Act 2015](#). Whilst a copy will still be required at the point of formal submission this early check will ensure that the body meets those requirements before it commits resources to preparing the LPP.

Finally:

- ***Thank you for all you are doing for your community – please feel free to reach out if you want a hand or just someone to share your thoughts with.***
localplaceplans@argyll-bute.gov.uk Alternatively, you can call 01436 658881 (Wednesday to Friday only).

APPENDIX:

Water, Flooding, Drainage & Sewage Policies (Topic arose at LPP Community Meeting on 2nd October 2025)

Argyll & Bute Council Policies

1. Flood Risk Management Policy (2015)

- Sets out the Council's approach under the **Flood Risk Management (Scotland) Act 2009**.
- Emphasises duties of SEPA, Scottish Water, and local authorities.
- Covers development management, flood defence, surface water management, and natural flood management.
- [Argyll and Bute Council flood risk management policy and strategy](#)

2. Flood Risk Management Duties Summary

- Outlines responsibilities under:
 - **Scottish Planning Policy**
 - **Roads (Scotland) Act 1984**
 - **Flood Risk Management (Scotland) Act 2009**
- [Argyll and Bute Council Flood Prevention Duties](#)

3. Highland and Argyll Local Flood Risk Management Plan (2022–2028)

- Strategic plan for managing flood risk in the region.
- Includes objectives, actions, and coordination between authorities.
- [Highland and Argyll Local Flood Risk Management Plan 2022 - 2028](#)

Scottish Government Policies

1. National Flood Resilience Strategy (2024)

- Vision for a flood-resilient Scotland through to 2045.
- Focuses on long-term planning, infrastructure, and community resilience.
- [View Strategy\[6\]](#)
- [Scot Gov - National Flood Resilience Strategy](#)

2. Water Policy Overview

- Covers governance, flood risk reduction, private water supplies, and river basin management.
- [Scot Gov - Water Policy Page](#)