



West Lothian
Council

Have your say on the
West Lothian Local Development Plan
Proposed Plan

What is the West Lothian
Local Development Plan?

emerging land use plan for West
Lothian, replacing the adopted West
Lothian Local Development Plan.

Vision Statement
The Council's vision is that the
region will have grown and
diversified.

WEST LOTHIAN LOCAL DEVELOPMENT PLAN

Statement of Conformity with Participation Statement

Contents

Background and Introduction	3
Statement Overview	4
Call for sites	4
Main Issues Report Consultation	5
Proposed Plan Stage	8
Compliance with the West Lothian Local Development Plan Development Plan Scheme	10
Output from Engagement Activities	12
Appendix One: Example of the LDP eNewsletter	14
Appendix Two: Newspaper advert	15
Appendix Three: "Have Your Say" display boards	16

West Lothian Local Development Plan

Statement of Conformity with Participation Statement



Background and Introduction

This *Statement of Conformity with the Participation Statement* for the *West Lothian Local Development Plan* has been produced to support publication and consultation on the *West Lothian Local Development Plan*.

Under the Planning etc. (Scotland) Act 2006, the council is required to include a *Participation Statement* (PS) in their *Development Plan Scheme* for the *West Lothian Local Development Plan* (LDP) and to accompany the proposed local development plan. The *Participation Statement* should set out when consultation is likely to take place on the LDP, with whom, it's likely form, and the steps that will be taken, and have been taken, to involve the public in the preparation of the LDP or review stages.

The Scottish Government sets out guidance on how the community can effectively engage in the planning process in Planning Advice Note 81 Community Engagement – Planning with People (PAN 81). Early engagement is defined as being the *Main Issues Report* (MIR) stage of the LDP.



Armadale development

Statement Overview

In preparing the *West Lothian Local Development Plan* the council engaged with a variety of interested parties which included young people, community and voluntary groups, key agencies, house builders, economic forums, adjacent local authorities, elected members and people who live or work in the West Lothian area. Details on engagement events with each of the key stakeholder groups are set out in this *Statement of Conformity*. To maximise exposure and minimise resource use, the council built on, and made use of, existing engagement networks and events within authorities and partner organisations. In engaging with community councils the council's approach was to group community councils on an area basis.

Call for sites

Between January and May 2011, the council undertook engagement with interested parties by inviting expressions of interest in sites for consideration as part of the West Lothian LDP and identification of issues which the council should consider for inclusion in the Main Issues Report for the LDP. To publicise the **"call for sites"** the council placed advertisements in local newspapers, provided details on a dedicated web page for the West Lothian LDP and made direct contact with landowners and developers. Overall, this resulted in some 250 responses, principally site submissions.

During autumn 2011, the responses were reported to the council's Development and Transport Policy Development Scrutiny Panel and, thereafter, the Council Executive and local area committees (LAC). Committee reporting dates are set out in Table 1. The purpose of reporting to the local area committees was to inform local members of the submissions received. Local Area Communities provide a forum through which local issues are discussed and encourages discussion between local members, officers and the wider community playing a key role in locality planning. All reports can be viewed on the council's committee web pages at <http://coins.westlothian.gov.uk/coins/>

All community councils were also advised of the submissions received. All submissions were published on a dedicated web page for the West Lothian LDP.

Table 1: Consideration of Submissions Received to the West Lothian Local Development Plan Call for Sites

COMMITTEE	DATE
Development and Transport Policy Development and Scrutiny Panel	26 May 2011
Council Executive	28 June 2011
Broxburn, Uphall and Winchburgh LAC	11 August 2011
Fauldhouse and the Breich Valley LAC	16 August 2011
Livingston North LAC	18 August 2011
Armadales and Blackridge LAC	2 September 2011
Bathgate LAC	19 September 2011
East Livingston and East Calder LAC	22 September 2011
Livingston South LAC	23 September 2011
Linlithgow LAC	27 September 2011
Whitburn and Blackburn LAC	10 October 2011

All site submissions received were then the subject of a site clearance exercise with key agencies, infrastructure providers and other council services. Site clearance is the undertaking of an analysis of a site in terms of site characteristics, development constraints (for example availability of infrastructure to support development), accessibility and whether or not the site has been previously developed. This exercise informed the identification of sites as preferred, alternative or not preferred development opportunities for inclusion in the *West Lothian LDP Main Issues Report (MIR)*. In addition, the MIR reflected on issues raised at the call for sites stage.

Main Issues Report Consultation

Consultation on the *Main Issues Report (MIR)* for the *West Lothian Local Development Plan* took place over an eight week period between August and October 2014. Dates of the consultation events are set out in Tables 2 and 3 together with the number of attendees and community councils represented.

The public consultation events were led on a drop in basis at key locations across the plan area. All events were staffed by council officers. A video loop of a power point presentation explaining the LDP process was prepared and used at some events in addition to display boards, information leaflets and handouts on the LDP.

Community Council engagement events were taken forward by grouping community council's together on an area basis. In some instances, local members were also present. A final catch all session open to all community councils was held in early October for those who were unable to attend earlier events. The community council events were supported by the council's Community Planning team.

In addition, council officers met with the Senior Peoples Forum, the Community Health Planning Partnership and key agencies. A consultation pack was prepared for local secondary schools in an attempt to reach younger age groups.

The West Lothian Citizen's Panel, which has some 1800 members, was also approached to provide their views on the LDP.

The responses received at MIR stage were published on the council's LDP web page, analysed by the council and reported to elected members. Where considered favourably, sites were included in the next stage of the plan, the *Proposed Plan*.

Table 2: *West Lothian Local Development Plan Main Issues Report - Public Consultation Events*

Date and	Time	Location	Estimated Number of attendees
8 September 2014	10:00-18:30	'The Centre' Shopping Centre, Livingston	50+
10 September 2014	10:00-18:30	Bathgate Partnership Centre	40
23 September 2014	10:00-18:30	West Lothian Council Civic Centre, Livingston	40
25 September 2014	10:00-18:30	Fauldhouse Partnership Centre	30
30 September 2014	10:00-18:30	Burgh Halls, Linlithgow	50

Table 3: *West Lothian Local Development Plan Main Issues Report – Community Council Consultation Events (and attendance)*

10 September 2014 – Bathgate Partnership Centre	
Community Councils Invited	Attended
Addiewell & Loganlea	<p>Stoneyburn</p> <p>Whitburn & Greenrigg</p>
Armadale	
Bathgate	
Blackburn	
Blackridge	
Breich	
Fauldhouse	
Longridge	
Polbeth	
Seafeld	
Stoneyburn	
West Calder & Harburn	
Whitburn & Greenrigg	
Stoneyburn	

24 September 2014 – West Lothian Civic Centre, Livingston	
Community Councils Invited	Attended
Bellsquarry	Bellsquarry Craigshill East Calder & Wilkieston Kirknewton Knightsridge Ladywell Livingston Village Mid Calder Murieston Uphall Station
Craigshill	
Dedridge	
East Calder & Wilkieston	
Kirknewton	
Knightsridge	
Ladywell	
Livingston Village	
Mid Calder	
Murieston	
Uphall Station	

30 September 2014 – Burgh Halls, Linlithgow	
Community Councils Invited	Attended
Bridgend	Dechmont Ecclesmachan & Threemiletown Linlithgow & Linlithgow Bridge Newton Philpstoun Torphichen Uphall Westfield & Bridgehouse Winchburgh
Broxburn	
Dechmont	
Ecclesmachan & Threemiletown	
Linlithgow & Linlithgow Bridge	
Newton	
Philpstoun	
Torphichen	
Uphall	
Westfield & Bridgehouse	
Winchburgh	

2 October 2014 – West Lothian Civic Centre, Livingston	
Community Councils Invited	Attended
All	Eliburn Dedridge West Lothian Association of Community Councils

Other activities to engage with communities and relevant parties at MIR stage were publication of a statutory advert in local papers (Linlithgow Gazette and the West Lothian Courier). A notice was posted in the Edinburgh Gazette. All notices/adverts provided details of where drop in events on the LDP were being held. Press releases were published in local newspapers.

To keep all interested parties informed the council:

- published the LDP eNewsletter which now has over 1000 subscribers;
- published the council *E-Bulletin* with a lead story in December 2015 edition on the LDP - the *Bulletin* has some 1800 subscribers;
- published articles in council's publications including, *The Bulletin*, *Inside News* and *Cutting Edge*, which is delivered to all West Lothian households;
- published press releases;
- used Facebook and Twitter, linking this with publication of the LDP eNewsletter; Facebook has some 32,000 likes whilst there are 7,000 followers on Twitter; and
- updated on a regular basis a dedicated web page containing details of consultation events and information associated with the LDP.

Appendices 1 – 3 provide examples of the types of methods used to engage with interested parties.

Proposed Plan Stage



All representations received to the MIR were presented to the council's Development and Transport Policy Development and Scrutiny Panel (PDSP) on 23 April 2015 for noting.

The *Proposed Plan* itself, having been informed by submissions received to the MIR was considered at a special meeting of the Development and Transport PDSP on 7 September 2015 to which all elected members were invited. The PDSP has no decision making powers. This meeting of the PDSP gave the opportunity for all elected members to make comment on the *Proposed Plan* prior to reporting it to the Council Executive on 15 September 2015. The Council Executive subsequently agreed to publish the *Proposed Plan* for comment. Throughout the preparation of the *Proposed Plan*, and during the lead up to consideration of the *Proposed Plan* by the Council Executive, the council maintained dialogue with key agencies. In terms of the wider public, the council published the West Lothian LDP eNewsletter, on a quarterly basis to provide updates on progress with the LDP.

Once approved by the Council Executive, the *Proposed Plan* was the subject of a series of consultation/engagement events as set out in Tables 4 and 5. The format for these events and publicity followed that used at MIR stage.



In addition, as required by the Town & Country Planning (Development Planning) (Scotland) Regulations 2008, all parties within 20 metres of proposed development sites were notified of sites which were allocated for development in the *Proposed Plan* and where it was considered that if implemented, the proposal would have a significant effect on the use and amenity of that site and neighbouring land. Notifications were sent to approximately 6,000 addresses across West Lothian and included all proposals with defined boundaries, with the exception of those sites which were already under construction. This amounted to a total of 382 sites.

All parties who made comment at MIR stage were also advised of publication of the *Proposed Plan*, including site owners.

Table 4: *West Lothian LDP Proposed Plan – Public Consultation Events*

Date	Time	Location	Estimated Number of attendees
21st October 2015	10am - 8pm	West Lothian Civic Centre, Livingston	35
28th October 2015	10am - 8pm	Bathgate Partnership Centre	100
2nd November 2015	10am - 8pm	Burgh Halls, Linlithgow	150
5th November 2015	10am - 8pm	Fauldhouse Partnership Centre	30
9th November 2015	10am - 8pm	Strathbrock Partnership Centre, Broxburn	70

Table 5: *West Lothian LDP Proposed Plan – Community Council Consultation Events*

Date	Time	Community Councils
26th October 2015	7pm – 9pm	Livingston & East Calder
29th October 2015	7pm - 9pm	West West Lothian
4th November 2015	7pm – 9pm	Linlithgow & east
11th November 2015	7pm – 9pm	All

Compliance with the *West Lothian Local Development Plan Development Plan Scheme*

The *West Lothian Local Development Plan* was prepared following the *West Lothian Local Development Plan Development Plan Scheme* (DPS). The *Development Plan Scheme* set out a *Participation Statement* which has also been followed.

The council recognised that not all consultees/stakeholders would be interested or able to be involved in the LDP process to the same extent and knew that it was also difficult to reach out to and secure the views of some of the sectors of the community. The council, therefore, identified distinct groups of consultees and tailored the approach to consultation and engagement on the LDP accordingly. The groupings used, and approach, are set out below:

Group 1: The general community

Purpose: to reach individual members of the public through:

- ► updating continuously the council website;
- ► providing updates to subscribers to our LDP e-Newsletter;
- ► using the council's Facebook and Twitter webpages;
- ► engaging with the council's Citizens Panel
- ► publishing articles in the council's newspaper "*The Bulletin*";
- ► publishing newspaper advertisements, notices and articles; and
- ► contacting local schools to engage our younger population.

Group 2:

Third sector and community reference group

Purpose: to make the views of a cross-section of community and voluntary groups available to the council including:

Association of Community Councils (currently disbanded);

- ► all Community Councils
- ► residents' groups;
- ► the West Lothian Disability Forum;
- ► the Senior Peoples Forum;
- ► the Youth Parliament;
- ► Elected Members, MPs, MSPs; and
- ► local schools

Group 3: Partners working on other regional and local planning exercises

Purpose: to ensure a joined up approach. Partners needed to be kept informed and involved throughout in the decision making process. These included:

- ► other council departments comprising for example, Education; Economic Development; Environmental Health; Finance and Estates; Flood Prevention; Renewable Energy officers; and Housing Services.
- ► external stakeholders including Transport Scotland, SESplan and SEStran.

Group 4: *Public sector delivery/ implementation group*

Key agencies are defined in Scottish Government Circular 6/2013 Development Planning and include a range of stakeholders with interest in delivery of the LDP. They have specialist knowledge within their field and have been consulted throughout the LDP process and given the opportunity to input to the LDP.

Purpose: to give regular input throughout the LDP preparation process. Engagement with those involved in aspects of evidence base gathering included the Health and Safety Executive; Historic Environment Scotland; NHS Lothian; Scottish Environment Protection Agency (SEPA); Scottish Natural Heritage (SNH); Scottish Water; Forestry Commission Scotland; and neighbouring planning authorities.

Group 5: *Private sector reference group*

Purpose: to make current market information and a cross-section of commercial views available and to establish common ground on aspects of the evidence base. This was restricted to broader issues to respect commercial sensitivity and included developers, existing businesses within West Lothian, the West Lothian Chamber of Commerce and the Federation of Small Businesses.

The council recognised that LDPs can be complex and that it can be hard for people to see how they might affect their local area. The council, therefore, tried to make it as easy as it could to get people involved in the LDP by making access to information and communication as straightforward as possible. Some of the techniques used included:

- providing a dedicated LDP phone number and email address where customers could ask questions about the LDP process and get a personal response;

- providing a feedback form for each stage of the LDP process;
- advertising on plasma screens within the council buildings;
- providing a questionnaire in hard copy and pdf form and online which enabled customers to submit representations in a variety of formats;

Throughout the plan preparation process the council maintained a database containing details of all parties who expressed an interest in the LDP. The database was used to circulate the LDP eNewsletters and advise customers of progress on the LDP and consultation events.

Key documents were published on the council's LDP website and also on Facebook and Twitter.

Printed copies of the LDP and associated documents were made available at each library and Council Information Service (CIS) offices in West Lothian at all stages in the preparation of the LDP.

The LDP documents were produced in plain English and where required facilities were also made available to publish information in Braille, on tape, in large print and other community languages.

Output from Engagement Activities

The overall aim of the LDP consultation was to generate awareness of the plan as well as significantly increase the number of responses to it.

Feedback on the LDP consultation events was sought and recorded to enable the council to continually improve consultation and engagement techniques.

An important part of the engagement exercise was to ensure that all interested parties were updated and kept informed so that their interest in the LDP and its subsequent implementation is maintained. All parties who made representations are continuing to be formally updated throughout the process through to adoption of the LDP. Contacts on the council's mailing list are also being continuously updated as the plan progresses via the LDP e-Newsletter and by keeping the website, Facebook and Twitter accounts current and up to date.

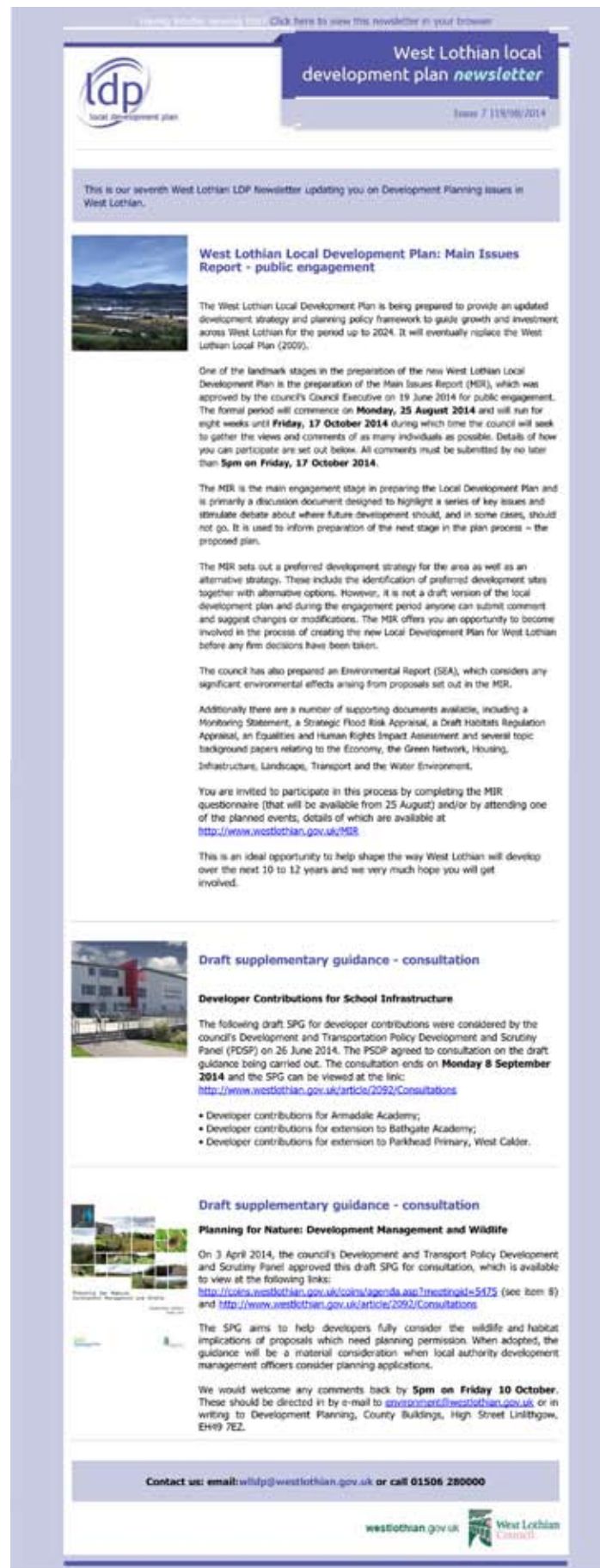
Throughout, the council has complied with the 10 National Standards for Community Engagement as set out in <http://www.scdc.org.uk/what/national-standards/> This is set out in Table 6.

Table 6: *The West Lothian Local Development Plan and the National Standards for Community Engagement*

NATIONAL STANDARD	WEST LOTHIAN LDP APPROACH
1 The Involvement Standard	
We will identify and involve the people and organisations with an interest in the focus of the engagement.	This was done early on in the process with various target groups identified and a strategy for contacting them prepared and set out in the <i>Participation Statement</i> contained within the <i>West Lothian Local Development Plan Development Plan Scheme</i> .
2 The Support Standard	
We will identify and overcome any barriers to involvement.	<p>The council sought to ensure that people could view information on the LDP as easily as possible both in electronic and hard copy formats. Copies of the LDP were made available in all local libraries and council customer information centres. All documents could be translated or put into braille if requested.</p> <p>Efforts were made to engage with all age groups in the community including preparing information packs on the LDP for secondary schools, engagement with West Lothian College, the West Lothian Elderly Forum and the West Lothian Citizens Panel.</p>
3 The Planning Standard	
We will gather evidence of the needs and available resources and use this to agree the purpose, scope and timescale of the engagement and the actions to be taken.	The council agreed upfront the evidence of resources we had and could use to help aid engagement. The <i>Participation Statement</i> set out in the <i>Development Plan Scheme</i> for the LDP identified groupings of interested parties and means of engagement.

4 The Methods Standard	
We will agree the use methods of engagement that are fit for purpose.	The council undertook engagement both face to face and electronically and ensured that what the council published electronically and hard copy matched and were fit for purpose. The council engaged by email; through the e-Bulletin eNewsletter; keeping the web page up to date; through Twitter and Facebook; and through press releases.
5 The Working Together Standard	
We will agree and use clear procedures to enable the participants to work with one another efficiently and effectively.	The <i>Participation Statement</i> for the LDP provides a statement of how the council sought to engage with interested parties.
6 The Sharing Information Standard	
We will ensure necessary information is communicated between the participants.	The council used e-mail and formal mail to consult with interested parties using a variety of means including Facebook, Twitter, email, hard copy documents, updating the web page, drop in events and exhibitions using the West Lothian Citizens Panel.
7 The Working with Others Standard	
We will work effectively with others with an interest in the engagement.	Officers gave presentations to community councils, met with key agencies, attended drop in events at key stages in preparing the LDP, used the council website, e-Newsletter, used social media such as Facebook and Twitter; and encouraged sign up to the LDP eNewsletter. The council issued regular press releases and we also used electronic screens in council offices during the proposed plan consultation to raise interest in the plan. The council also contacted local high schools and the local older people's forum.
8 The Improvement Standard	
We will develop actively the skills, knowledge and confidence of all the participants.	The council sought to help those having difficulty in communicating with us by offering for example face to face contact at drop in events; encouraging interested parties to write to us if they were having difficulty communicating with us electronically. Officers also met with community councils at key stages to grow confidence in communicating with us and provide them more knowledge on the development plan.
9 The Feedback Standard	
We will feedback the results of the engagement to the wider community and agencies affected.	The council published all representations received to the LDP on our website and the council's response to these. Information is available on the council's web pages, through press releases, the LDP eNewsletter and social media.
10 The Monitoring and Evaluation Standard	
We will monitor and evaluate whether the engagement meets its purposes and the national standards for community engagement.	The council undertakes an annual customer survey of our services and how effective these have been. The comments received and the council's response to these, are published on the council website.

Appendix One: Example of the LDP eNewsletter



STATUTORY ADVERT



**West Lothian
Council**

West Lothian Council -Development Planning

West Lothian Proposed Local Development Plan

**Strategic Environmental Assessment (SEA):
Environmental Report**

Notice under Section 18 (1) (a) of the Planning etc. (Scotland) Act 2006 and under Section 16 (2) of the Environmental Assessment (Scotland) Act 2005

West Lothian Council has prepared a Proposed Local Development Plan (LDP) comprising of a Written Statement and Proposals Maps. An Environmental Report (Strategic Environmental Assessment) also accompanies the plan.

The Proposed West Lothian Local Development Plan and the Environmental Report are issued for representations to be made from Monday, 19 October until Sunday, 29 November 2015.

They can be viewed at <http://www.westlothian.gov.uk/LDP>. A number of open days to view and discuss the documents are being arranged throughout the Council area and details of these will be available on the web site.

The documents will also be available to view in Council Offices and Partnership Centres 9am – 5pm Monday to Friday, and in libraries during their normal opening hours.

Forms to make representations to the LDP or Environment Report are also available on the Council's website, or can be obtained by contacting the Development Planning Team on 01506 280000.

Please note responses must be made on the official response form and received before midnight on the 29 November 2015. Responses should be returned to the Development Planning and Environment Manager, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or by emailing wldp@westlothian.gov.uk

If you require further information please telephone the council on 01506 280000 or email wldp@westlothian.gov.uk

Appendix Three: “Have Your Say” display boards



Display boards at West Lothian Civic Centre, Livingston