

**East Dunbartonshire Proposed  
Local Development Plan 2**

**Frequently Asked Questions on the  
Representation Period**

**19 October 2020 to 15 January 2021**

## Overview and Summary of Questions

The purpose of this guide is to help people understand the purpose and content of the Proposed Local Development Plan 2 (LDP2) and its accompanying documents. The guide will also explain how representations to these documents can be made. The aim is to make the process more accessible for anyone interested in development and land use change, regardless of how much knowledge they have of the planning process. The following FAQs are covered in this guide:

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## General

### 1. What is being consulted on?

The Council has approved the following documents for public consultation:

- **Proposed Local Development Plan 2**
- **Environmental Report** - Assesses the likely environmental effects of certain types and scales of development, and developments in sensitive locations, under the Environmental Assessment (Scotland) Act 2005.
- **Proposed Delivery Programme** - sets out how the Council expects each policy and proposal within the Proposed Plan to be implemented.
- **Proposed Sustainability and Energy Statement form** - this will support Policy 9: Climate Change, Sustainability and Energy Infrastructure, which is a new policy.
- **Additional Site Assessments for Nine Sites Submitted During the Main Issues Report Consultation in 2019.** These are an extract from the Monitoring Statement Appendix 8: Site Assessments.
- **Habitats Regulations Appraisal** - Assesses the effect of the Proposed LDP2s policies and proposals on any protected European Natura 2000 sites, of international nature conservation importance.

## The Proposed Plan

### 2. What is the Proposed Local Development Plan 2?

The Proposed Local Development Plan 2 sets out a long-term land use and development strategy for East Dunbartonshire in order to deliver the Community Planning Partnership's Local Outcomes Improvement Plan. The Proposed Local Development Plan 2 consists of an overall development strategy, seven community area policies and 16 subject policies. Once adopted, it will replace the current Local Development Plan.

The Proposed Plan reflects the Council's desire to create high quality places for residents to live, facilitate sustainable economic growth and the development of our town centres, maximise our tourism and business potential, as well as protect and enhance the quality of our local historic, natural and water environment. It also ensures that essential infrastructure for energy, broadband, minerals and waste is provided.

The Proposed Plan's policies and proposals will be a material consideration for decisions on planning applications, although East Dunbartonshire Local Development Plan remains the development plan in force until the Local Development Plan 2 is adopted.

### 3. How do I use the Proposed Plan?

The Proposed Plan consists of 24 policies which include: one East Dunbartonshire Development Strategy, seven 'community' policies and 16 'subject' policies.

The seven community strategy policies are set out below. These each include a full list of the land use proposals and designations for each area. These community based policies are intended to make it easier for users of the Plan to find out exactly what is being proposed within their respective area within East Dunbartonshire.

- Bearsden
- Bishopbriggs
- Kirkintilloch, Lenzie and Waterside
- Lennoxton, Milton of Campsie, Haughhead and Clachan of Campsie
- Milngavie
- Torrance, Balmore and Bardowie
- Twechar

The 16 subject policies should be considered when submitting relevant planning applications, and will be used as part of the assessment process.

The Plan is accompanied by a Proposals Map, which is a graphical representation of the policies and proposals contained within the Plan itself. It illustrates the various land use designations and proposals across the area and should be read in conjunction with the Plan. In line with the Scottish

Government's Digital Strategy for Planning in Scotland, the Proposals Map has been designed primarily as an online map. However, the more traditional paper version of the map will still be available.

#### **4. How do I find out about what development is proposed and what environmental designations there are in my local area or another part of East Dunbartonshire?**

The easiest way to do this is to refer to the community policy for the area of interest. These contain sections on community facilities, green network and open space; town, commercial and local centres; business and employment or regeneration sites, tourism development, housing allocations, brownfield sites, development and transport, natural environment and the historic environment, as well as land use information in Place Plans, prepared under the Community Empowerment (Scotland) Act. You may also refer to the Proposals Map.

#### **5. If a site has been allocated for housing in the Proposed Plan, can it be given planning permission for development?**

If a planning application is submitted for development or land use change on an allocated site, the Council (as planning authority), will determine it via the development management process. If the proposal site is allocated for housing it will be determined against relevant policies within the current Local Development Plan 2017. However, the Local Development Plan 2 Proposed Plan is also a material consideration, in particular Policy 1 Development Strategy and the relevant community policy, which includes key requirements for each allocated development site.

#### **6. If a site is not allocated for housing in the Proposed Plan and is in green belt, but has been suggested by a developer at Early Engagement or Main Issues Report Stage can it be given planning permission for development?**

If a planning application is made for development or land use change on an unallocated site within the green belt, the Council (as planning authority) will determine it via the development management process, in accordance with the current Local Development Plan 2017. It will also be assessed in accordance with Proposed LDP2 Policy 1 Development Strategy and other relevant policies. Policy 1 includes a presumption against development of housing in green belt, unless it meets an exceptional category specified in the policy.

## Consultation Arrangements

### 7. How is the Council publicising the Proposed Plan and the representation period?

The following methods will be used to raise awareness of the Proposed Plan and representation period.

- **Website** – Our [dedicated webpage \(www.eastdunbarton.gov.uk/LDP2\)](http://www.eastdunbarton.gov.uk/LDP2) will be the main reference point for all information related to the Proposed LDP2. Links to all core documents and supporting documents will be available to download here.
- **Press Releases** – Press releases will be sent to the local press (including the Milngavie & Bearsden Herald and the Kirkintilloch Herald) to publicise the Proposed Plan and representation period. These will provide essential information on the Proposed Plan and the representation process.
- **Newsletters** – We will issue our Local Development Plan 2 Newsletter by email with all relevant information at regular intervals. This is sent to all of those persons/organisations who are currently included on our mailing list. If you would like to be added to our mailing list please email us at [development.plan@eastdunbarton.gov.uk](mailto:development.plan@eastdunbarton.gov.uk)
- **Community Councils and Residents' Associations** – We will liaise regularly with these groups and provide relevant information, as required, for dissemination to the wider community.
- **Social Media** - A series of regular announcement and reminders will be published via the Council's official Twitter and Facebook accounts:  
[Twitter - @EDCouncil](#)  
[Facebook - www.facebook.com/edunbartonshirecouncil](http://www.facebook.com/edunbartonshirecouncil)

We have also created a short explanatory video which is available on the Council's official [YouTube channel](#).

- **Posters** - These will be placed in Community Hubs, leisure centres and other local venues (subject to COVID-19 restrictions) and distributed to Community Councils and Groups for display in their noticeboards.

We would encourage you to pass on the information to anyone you think may have an interest in taking part.

### 8. What is the Development Plan Scheme and its Participation Statement?

The Scottish Government requires all planning authorities to prepare a Development Plan Scheme (DPS) at least annually. The purpose of the DPS is to set out the planning authority's programme for preparing and reviewing its Local Development Plan. In particular, it sets out:

- the proposed timetable, including the proposed month of publication of the Main Issues Report, publication of the Proposed Local Development Plan and its submission to Scottish Ministers
- any changes or updates to the programme
- details of what is likely to be involved at each stage of preparation
- a Participation Statement outlining when, how and with whom consultation will take place

You can view the current [East Dunbartonshire Development Plan Scheme 2020 on the Council website](#).

## 9. When is the period for representations on the Proposed Plan?

The representation period will last for 13 weeks, starting on Monday 19 October 2020 and ending at 5pm on Friday 15 January 2021. The Council will be unable to accept any submissions after this date.

## 10. Where can I view the Proposed Local Development Plan 2 (LDP2), other consultation documents, the representation form and its supporting documents?

People are encouraged to access the LDP2 and other consultation documents and form on the [Council's website](#).

Alternatively hard copies of the Proposed LDP2, Strategic Environmental Assessment Environment Report and the other four documents subject to consultation, that you can comment on, will be available to borrow at five libraries, subject to the restrictions in place due to the COVID-19 pandemic. A hard copy of the Proposed LDP2 and consultation documents will also be available to borrow in the following libraries as part of the Connect and Collect service. Collection is by appointment only. For further information on this service please check the [East Dunbartonshire Leisure & Culture Trust website https://www.edlc.co.uk/libraries/connect-collect](https://www.edlc.co.uk/libraries/connect-collect), or telephone the following libraries between 10am and 1pm.

- Bearsden Library, 69 Drymen Road, Bearsden G61 3QT. Telephone 0141 777 3021
- Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs G64 2LX. Telephone 0141 777 3155
- Lennoxton Library, 46 Main Street, Lennoxton G66 7JJ. Telephone 0141 777 3151
- Milngavie Library, Allander Road, Milngavie G62 8PN. Telephone 0141 956 2776
- William Patrick Library, 2-4 West High Street, Kirkintilloch G66 1AD. Telephone 0141 777 3141

Hard copies of the Representation Form can be posted out on request.



## 11. Which documents accompany the Proposed Plan and which can I comment on?

The Proposed LDP2 is accompanied by a five consultation documents, each of which you may comment on during the representation period, using a separate representation form for each (see question 1):

There are a number of other documents and evidence reports that support the Proposed LDP2, but these are for information only and are not part of the representation process. These can be found on the Council's website and are as follows:

- **Monitoring Statement:** This provides evidence which justifies the content of the Proposed LDP2. This includes the policy context and local information relevant to the formulation of each policy within the Plan. The Monitoring Statement is accompanied by 11 separate appendices.
- **Main Issues Report (MIR): Report of Consultation** – This report provides a summary of responses and outcomes from the MIR consultation, which took place between October and December 2019.

## 12. Are owners, lessees or occupiers of a site allocated for housing or other uses notified and people who live next to it notified as a neighbour?

Yes. Under procedures set out in planning regulations (Planning Circular 6/2013: Development Planning) owners, lessees or occupiers will be notified and residents will be notified in accordance with the 'neighbourhood notification' procedures.

The planning authority will notify the owners, lessees or occupiers of land neighbouring (i.e. within 20 metres of) sites which the Proposed Plan specifically proposes to be developed and which would have a significant effect on the use and amenity of the neighbouring land. It will also notify the owners, lessees or occupiers of sites which the Proposed Plan specifically proposes to be developed and which would have a significant effect on the use and amenity of the site. Notification is only required where there are premises on the site or neighbouring land. In both cases, the authority will notify by letter with details of the proposed site and how to submit a representation.

## 13. Have the consultation arrangements been made following consideration of COVID-19 risk?

Yes. Our approach to this particular consultation period has been altered to reflect the Scottish Government advice on restrictions due to the ongoing COVID-19 situation and in particular the regulations around social distancing. Full details of our revised approach can be viewed in the updated [Development Plan Scheme Participation Statement 2020](#).

## 14. How do I find more information about a site allocated in the Plan or suggested by a landowner/ developer?

Further information on specific sites proposed in the Plan can be found in Monitoring Statement, Appendix 8: *Site Assessments*. Given the large volume of information, this is a large document meaning that you may find it helpful to use the PDF 'search' function to navigate to specific sites.

To find the specific sites that you are interested in, please refer to Section 2a of the Site Assessment document (Monitoring Statement Appendix 8). This provides a full list of all sites assessed, which is set out by settlement area. Once you find the site you are looking for, make a note of the LDP2 reference number alongside the site. Alternatively, you can locate the site reference number by referring to the area maps in Section 2b. You may then use the 'find' or 'search' tool within the PDF document to navigate to your chosen site.

*Important note: in addition to sites proposed in this Proposed Plan, this Evidence Report also includes reference to sites, suggested by developers/ landowners at LDP2 early engagement or Main Issues Report stages, which were considered but which have not been proposed by the Council for inclusion in the Proposed Plan.*

## 15. What are the online information sessions and how do I arrange to attend one?

The Council will be hosting a series of information sessions, with opportunities to ask questions about any aspect of the Proposed Plan or supporting documents. Given the ongoing COVID-19 situation and restrictions on public gatherings, these will be online sessions. Details can be found in the table below.

The information sessions are being offered at a range of different times to offer people a choice. This includes **morning**, **lunchtime**, **early afternoon**, **late afternoon** and **evening** sessions. These are set out in the table below:

Each session is open to anyone, regardless of where you live or which aspect of the Plan/geographical area you wish to find out more about. However in line with the community focus of the Proposed Plan, each session will also provide an overview of policy for an individual community area.

Members of the public are asked to register for an online information session at least two working days in advance of the meeting, by emailing [development.plan@eastdunbarton.gov.uk](mailto:development.plan@eastdunbarton.gov.uk), so joining instructions can be sent out.

Online Information Session	Date	Time
Bishopbriggs	Mon 26 October 2020	10.00 am- 10.45 am
Bearsden	Tues 27 October 2020	5.00 pm - 5.45 pm
Kirkintilloch, Lenzie & Waterside	Wed 28 October 2020	12.00 noon- 12.45 pm

Lennoxtown, Milton of Campsie, Clachan of Campsie & Haughhead	Tues 3 November 2020	7.00 pm - 7.45 pm
Milngavie	Wed 4 November 2020	2.00 pm- 2.45pm
Torrance & Baldernock	Thurs 5 November 2020	10am – 10.45am
Twechar	Mon 9 November 2020	10.00 am- 10.45am
Bishopbriggs	Tues 10 November 2020	5.00 pm - 5.45 pm
Bearsden	Wed 11 November 2020	10.00 am- 10.45 am
Kirkintilloch, Lenzie & Waterside	Tues 17 November 2020	7.00 pm - 7.45 pm
Lennoxtown, Milton of Campsie, Clachan of Campsie & Haughhead	Wed 18 November 2020	12.00 noon- 12.45 pm
Milngavie	Thurs 19 November 2020	7.00 pm - 7.45 pm
Torrance & Baldernock	Mon 23 November 2020	7.00 pm- 7.45pm
Twechar	Tues 24 November 2020	5.00 pm - 5.45 pm

The agenda for each Information Session will include:

- A) Presentation including:
- The purpose of the Proposed Plan, its development strategy, community policies and subject policies
  - The consultation period and how to make a representation
  - Overview of the type of planning matters you can include in a representation and what are not planning matters
  - The next steps including the LDP Examination
  - Overview of the selected community policy
- B) Q&A

### 16. How can I view or find out more about the Proposed Plan if I do not have access to a computer or other digital devices?

Hard copies of the consultation documents are available to borrow from five libraries as part of their Connect & Collect Service, subject to COVID-19 Restrictions – see question 10 for details. Hard copies of the Proposed Plan or supporting documents are also available on request. There is a fee for this to cover printing and administration costs. Please contact the Land Planning team at [development.plan@eastdunbarton.gov.uk](mailto:development.plan@eastdunbarton.gov.uk) to place a request or seek further information.

. Copies of the representation form can also be requested by emailing [development.plan@eastdunbarton.gov.uk](mailto:development.plan@eastdunbarton.gov.uk). You can also request to be added to our newsletter mailing list using this email address. Recent newsletters can be viewed on the [Council website – https://www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/newsletter](https://www.eastdunbarton.gov.uk/residents/planning-and-building-standards/planning-policy/newsletter)

You can call the Land Planning Policy team by telephone to discuss the Proposed Plan or ask any related questions on 0300 123 4510.

### 17.If I have further questions on the content of the Plan or how to make a representation who do I contact and how?

If you are unable to participate in any of the consultation activities but would still like further information, please do not hesitate to contact the Land Planning Policy team by either of the following methods:

**Email:** [development.plan@eastdunbarton.gov.uk](mailto:development.plan@eastdunbarton.gov.uk)

**Telephone:** 0300 123 4510 (please ask for the Land Planning Policy Team)

## How to Make a Representation

### 18. What is a representation?

Representations are planning comments that you may have on the Plan, and should relate to matters covered by the Proposed Plan, rather than other issues which are not included in the Plan. These are sometimes called 'material planning considerations'. Types of issues you may refer to which are considered as 'material' include:

- Scottish Planning Policy (SPP), Planning Advice Notes (PANs) and Circulars;
- National Planning Framework 3;
- Views of statutory and other consultees;
- Economic benefits, e.g. creation of jobs;
- The needs of an area (employment, commercial, social or leisure facilities, affordable housing);
- Provision of suitable access and transportation (including road safety, parking issues, effect on and potential for pedestrian, cyclist and public transport access, and amount of traffic generated);
- Environmental impact, including landscape and visual impact on the wider town/ village;
- Potential flood risk;
- Infrastructure provision;
- Impact on archaeology;
- Impact on nature conservation;
- Impact on setting of listed buildings or conservation area.

Please remember that this list is not exhaustive and is only meant to provide an indication of what may be a material consideration. Further advice on material considerations and the planning system in general is available via Planning Aid for Scotland on [their website](https://www.pas.org.uk/advice/): <https://www.pas.org.uk/advice/>

Items which are NOT material considerations and are therefore not valid reasons for making a representation include:

- Personal circumstances e.g. devaluation of property, private property rights including boundary and access disputes;
- Private interests, e.g. loss of a view, competition between businesses;
- Moral considerations (e.g. to betting shops), or religious objections (e.g. religious objection to working on Sunday);
- Political considerations or ideological dislikes, e.g. private hospitals;
- Cost of development and the financial means of the promoter;
- Title restrictions;
- Issues covered by other legislation, e.g. health and safety regulations, licensing, building standards.

Only representations on the Proposed LDP2, Proposals Map, SEA Environment Report, Action Programme or Habitats Regulation Appraisal (HRA) will be considered. Comments on any other documents, such as the Main Issues Report, cannot be considered.

## 19. Should I use the representation form to submit my comments?

The Council strongly encourages the use of our Representation Form, which has been created specifically for this consultation exercise, and that it is sent via email. This form is also a way of giving members of the public information on the privacy of the information that they submit, it will be processed by the council in accordance with the General Data Protection Regulations 2018. This form is available as an editable Microsoft Word document or and also an editable PDF form. Please ensure that all requested information is provided in the correct format, and email your completed representation form to [development.plan@eastdunbarton.gov.uk](mailto:development.plan@eastdunbarton.gov.uk) or mail to the Council at Land Planning Policy, Development and Regeneration, East Dunbartonshire Council, Southbank House, Strathkelvin Place, Kirkintilloch, G66 1XQ.

Both of these are available on the [Council's website \(www.eastdunbarton.gov.uk/ldp2\)](http://www.eastdunbarton.gov.uk/ldp2)

Representations submitted in any other format, such as email or letter, will also be accepted. Please note that representations submitted in these formats must contain your contact details and meet the following criteria:

- Is concise
- States clearly which document you are commenting on, uses page numbers and policy or site reference numbers. This will ensure it is clear what your representation is regarding. Headings can be used to provide this information.
- States clearly whether you support or object to the policy or proposal. If objecting, please state clearly how you think the plan/policy should be changed.

The reference number for a land use proposal in the Plan can be found in the Communities policies and the Proposals Map.

## 20. Can I comment on a site/ area of land that has not been allocated in the plan?

If the site has not been allocated but is subject to a site assessment, as it was suggested by developers/ landowners at early engagement or Main Issues Report stage, you can refer to the site assessment reference number.

You can also comment on any piece of land which is not proposed in the Plan or subject to a site assessment. Please give a clear site address.

## 21. I wrote to the Council about a particular issue/site before the consultation period started. Can that be used as my representation?

No. All representations must be submitted in the required format, preferably using a representation form (see Q.22). This is to ensure that the representation relates to the Proposed Plan and that the correct information is provided, so that it can be validated and included as part of the Scottish Government examination process. We are unable to accept as a representation any previous correspondence on specific sites/issues that may have been sent to the Council prior to the commencement of the representation period. Please note that any responses to the Main Issues Report consultation in 2019 have been taken into account in the preparation of the Proposed LDP2.

## 22. Should I make a separate representation for different policies in the Plan?

No. You may submit all comments on the same representation form. However, please ensure that your comments are set out in line with the criteria set out on the form and referred to in question 19.

## 23. Can I object to one part of the Plan but support another part?

Yes. Please ensure that your comments are clear and meet the criteria set out on the form and referred to in question 19.

## 24. Is there a word limit for the representation form and can I attach supporting documents?

Representations should be concise and limited to approximately 2,000 words in accordance with Scottish Government [regulations, see Planning Circular 6/2013: Development Planning](#). This will allow the Council to work through the representations efficiently and help contribute towards a speedy process.

We will accept limited supporting information but this should not constitute an 'extension' of the main representation.

## 25. What happens to my representation after I submit it?

### IMPORTANT PRIVACY NOTICE:

- All data that you provide in a representation will be held and processed in accordance with the requirements of the General Data Protection Regulations 2018.
- Representations cannot be treated confidentially and may be passed to the Scottish Government's Directorate for Planning and Environmental Appeals as part of the Examination of the Proposed Plan.

Once the representation period has ended, the planning authority must prepare a summary of all validated responses. This will allow us to group the representations into a smaller number of 'issues', in preparation of the Examination (details below). Specifically, we will:

- list all the representations and allocate a reference number for each person/ organisation who has submitted a representation;
- include a summary\* of the matters raised in the representations;
- set out the authority's response to each representation including the reasons for not modifying the plan in regard to each issue (generally expressed in less than 800 words per issue); and
- be arranged, so far as practicable, so that the issues appear in the same order as they are set out in the plan.

\* A template form for the summary is included as Schedule 4 to the [Development Planning \(Scotland\) Regulations 2008](#). It is normally referred to as a 'Schedule 4 form'.

Following the representation period, the Council may or may not decide to make modifications to the plan to take account of representations, or minor drafting and technical matters. All representations will be considered by the Council and a decision will be made on whether the Plan should be amended. The extent of modifications will determine whether a further representation period is necessary.

If unresolved representations remain before the Council can adopt its first Local Development Plan for East Dunbartonshire Scottish Ministers will appoint one or more Reporters to examine the Proposed Plan. The Development Plan Examination will be advertised in local newspapers and those who made representations will be individually notified.