



Key Agencies Group
26st July 2018

Minutes & Actions

Meeting Summary and Actions

Summary

Members of the Key Agencies Group met on Thursday 26st July. The meeting was chaired by Alasdair McKenzie of HES and took place at A&DS, 9 Bakehouse Close, 146 Canongate, Edinburgh, EH8 8DD. Many thanks to Kate and A&DS for hosting this meeting of the group.

Attendees

Fiona Rice – Scottish Natural Heritage
Brenden Turvey – Scottish Natural Heritage
Alasdair McKenzie – Historic Environment Scotland (Chair)
Alison Baisden – Historic Environment Scotland
Adele Shaw – Historic Environment Scotland
Debbie Livingstone – Systra (on behalf of Transport Scotland)
Mike Williams – Scottish Enterprise
Kate Givan – Architecture and Design Scotland
Steve Malone – Architecture and Design Scotland (for NPF4 discussion)
Helen Bonsor – British Geological Survey
Trevor Moffat – The Improvement Service
Sophie Day – Scottish Water
Katherine Lakeman – The Scottish Environment Protection Agency
Anna Gaffney – The Scottish Environment Protection Agency (Secretariat)
Sean Caswell – The Scottish Environment Protection Agency
Gillian Kyle – Sports Scotland
Trevor Moffat – The Improvement Service

Apologies

Peter Hutchinson – Scottish Natural Heritage
Ivan Clark – Scottish Natural Heritage
Dara Parsons – Historic Environment Scotland
Steve Smith – Scottish Water
David Torrance – Transport Scotland
Sasha Laing – Forestry Commission
Andrew Mcallister – Forest Enterprise Scotland
Johnny Cadell – Architecture and Design Scotland
Jim Macdonald – Architecture and Design Scotland
David Wood – PAS
Lorraine Jones – SportScotland
Alan Farquhar – The Scottish Environment Protection Agency

Actions

Action	Who?	When?
The Key Agencies Group should endorse the RTPI/PAS/Scottish Alliance for People and Places 'Purpose of Planning' for inclusion within the Planning (Scotland) Bill	Alasdair McKenzie	asap
Any Agencies wishing to participate in Focus Groups around the use of the Place Standard Tool to notify Johnny Cadell	All – pass names to Johnny Cadell	asap
Any Agencies wishing to put forward a Place Standard Lead please pass names to Johnny Cadell – see person spec circulated with minutes	All – pass names to Johnny Cadell	asap
David Wood to update the Group on the Local Place Plan research at the next Key Agencies Meeting	David Wood	Thursday 20 th Sept
Agencies to submit completed Planning Performance Framework Reports to the Scottish Government by 31 st July 2018 and send copy to Alison Baisden for circulation afterwards	All	Tuesday 31 st July
Steve Smith (Scottish Water) to invite the Key Agencies along to the next developers forum at Creiff Hydro	Steve Smith	As soon as applicable
Any Agencies wishing to join the partners in planning subgroup should pass names to Alison Baisden	All	asap
Partners in Planning subgroup to be set up and meeting arranged for week of 13 Aug	Alison Baisden	asap
Each agency has been allocated 2 spaces for the Partners in Planning event and are asked to pass the joining instructions to who they identify as soon as possible (see email from Alasdair dated 27/07)	All	asap
Trevor Moffat to raise the Implementation of the Ecological Clerk of Works Paper with HOPS	Trevor Moffat	asap
All Agencies to provide logos and comments on the Pre-Application Statement to Fiona Rice as soon as possible	All	asap
EIA Group to follow up with HOPS on the Key Agencies charging for a Quality Assurance Service for EIA Reports	Fiona Rice/Adele Shaw/Jim MacKay	asap
Fiona Rice to chase the Scottish Government regarding hosting the Key Agencies Web Page	Fiona Rice	asap
EIA Group to provide feedback on competent 'experts criteria' to HOPS	Fiona Rice/Adele Shaw/Jim MacKay	asap
Scottish Government Environment Strategy consultation – High level KAG response to be drafted and circulated	Alasdair McKenzie	asap
KAG to develop a brief/offer setting out how we can support of the preparation and delivery of the new SPP/NPF.	Alasdair McKenzie, Brendan Turvey	For next KAG meeting
All Agencies to consider who is likely to be involved and lead on SPP/NPF4 for their interests and would like to join the new KAG subgroup.	All (pass names to Brendan)	asap
Anna to discuss with Alasdair with regards to inviting Scottish Government to December KAG.	Anna Gaffney	asap

2018 Full meeting dates and locations

- **Thursday 20th September 2018**
Transport Scotland/Systra, Glasgow
- **Thursday 13th December 2018**
Scottish Water, Dunfermline

New proposed dates (to be agreed on 20th Sept) –

Thursday 14th March, 2019

Location TBC

Thursday 13th June, 2019

Location TBC

Other key dates:

- 6 September 2018 – Partners in Planning event, Out of the Blue Drill Hall, Edinburgh
- 21 November 2018 – Key Agency engagement/training event, Engine Shed, Stirling

Agenda

1.	Welcome, introductions and apologies
2.	Scottish Government Environment Strategy consultation (Helen Bonsor)
3.	Planning Reform Update and Discussion: <ul style="list-style-type: none">○ Planning (Scotland) Bill – Stage 2 amendments○ Improvement Service Skills Event Update (Alasdair McKenzie)
4.	Working Group Update: <ul style="list-style-type: none">○ Place-Shaping (Katherine Lakeman/group members)
5.	NPF4 discussion
6.	A.O.B

Note of meeting

1. Welcome, introduction and apologies

2. Scottish Government Environment Strategy consultation (Helen Bonsor)

Helen Bonsor provided a quick update on the activities of the KAG Environmental Evidence subgroup outlining that 8 pilot schemes have been established to begin reviewing what information is the most pertinent in the local development planning and land allocation process, with the purpose to inform more proactive LDP site selection rather than reaction.

Helen then flagged the current Scottish Government Environment Strategy consultation. She asked whether KAG would want to submit a response to the consultation as a group.

Alasdair asked if there had been any previous involvement with the consultation from other members of the group, and Katherine outlined that SEPA had at a high level. Following a short discussion with regard to content and purpose of the draft environment strategy, Katherine suggested a high level response from KAG may be helpful. Helen agreed and advised that it is important that KAG is seen as a conduit for collating and sharing information. Alasdair noted and advised he will draft a short statement to circulate to KAG for submission to the consultation.

- **Action:** *Alasdair McKenzie to draft a short statement to circulate to KAG for submission to the SG Environment Strategy consultation.*

3. Planning Reform Update and discussion

Planning (Scotland) Bill – Stage 2 amendments

Alasdair advised that approximately 30 amendments to the Planning Bill have been tabled by MSPs to date (amendments can be tabled until September). It is possible that these will return to Local Government and Communities Committee for Stage 2 review on 12 September 2018. Proposed amendments cover various aspects of the bill, including a new statement on the purpose of planning, issues around land value capture, the status of Local Place Plans, cultural venues and noise. Alasdair also highlighted various other amendments relating to NPF4, including a requirement that it take account of other national plans and strategies and is prepared with enhanced Parliamentary scrutiny, including formal approval in the chamber.

Alasdair noted that timescales for the bill have slipped slightly compared with those envisaged at the outset.

Katherine advised that the KAG placemaking subgroup have been asked to input into the Planning Review by Eric Dawson through outlining the collaboration undertaken by KAG in relation to A9/A96, The Central Green Scotland Network and the Stirling City Deal. The group discussed the Government's support for the increased collaborative working which KAG undertakes, and are considering how this can feed into ongoing reforms, including the next national planning framework.

- Improvement Service Skills Event Update (Alasdair McKenzie)

Alasdair advised that the 'Partners in Planning' event will take place on 6th September and will include the launch of a new web portal. The event will include

talks from Craig McLaren (RTPI), Kevin Murray (Kevin Murray Associates) and Minister for Local Government, Housing and Planning, Kevin Stewart MSP.

The event will also include workshops and presentations from RTPI, HOPS, A&DS, PAS and KAG, with the overall theme for day being leadership which will run through each session. Topics will include development viability, project management, place based working, design improvement, mediation, front loaded engagement, aging population needs, and engaging with the key agencies. The event is aimed at new to mid-level planners with KAG's presentation and workshop serving as an introduction to the future KAG training event on 21st November at the Engine Shed, Stirling.

Alasdair put a call out to volunteers from KAG to assist in the preparation of materials for both events, with the event on the 6th Sept being the main priority for now. Due to the timescale, volunteers are required as soon as possible.

The requirements for materials were outlined as being, standalone resources which could be provided on the portal as well as one or two volunteers from each agency to assist in the preparation and running of the day. There was also a request for providing a voice over recording of the presentation to allow this to be viewed both on the day and afterwards via the new web portal.

Katherine advised that the Placemaking subgroup may have some content to use in terms of case studies.

Trevor also advised that content for presentations would be required as soon as possible to allow the presentations to be uploaded to the portal in advance of the event.

Trevor also requested KAG representatives nominate key contacts from each organisation to attend a meeting on 1 August with the Improvement Service regarding information to be uploaded to the Portal website. He added it would be helpful if someone with technical knowledge of website operation and a good working knowledge of the planning system could attend.

The group briefly discussed the KAG Partners in Planning Event in November, considering venue, content and attendees. Alison advised she would be sending a brief out shortly for review. Alison took an action to arrange a meeting for a new subgroup the in the coming week to begin arranging content for the event on 6th September.

Alasdair advised that a subgroup should be established today to work up the content and delivery for both events, but that the partners in Planning Event on 6th Sept would be the immediate focus.

- **Action:** Alison Baisden to arrange meeting for the Partners in Planning subgroup.
- **Action:** Since the meeting, each agency has been allocated 2 spaces for this event and are asked to pass the joining instructions to who they identify as soon as possible (See email from Alasdair dated 27/07).

4. Working Group Update

- **Place-Shaping (Katherine Lakeman)**

Katherine met with Scottish Government in June to discuss the Planning Bill and it was discussed how KAG could demonstrate collaborative working to shape and improve placemaking. Katherine outlined that it would be a good opportunity for KAG to demonstrate collaborative working and ways of shaping NPF4.

Katherine outlined that the placemaking subgroup had already agreed a draft purpose, but there were further opportunities to expand on this. The subgroup were looking for areas or applications to apply the principles set out by the subgroup.

From this point the group moved on to discuss what type of strategic issues should be considered in NPF4. Discussion covered issues of national significance, cross boundary issues, information on infrastructure requirements, infrastructure to support development. The group also discussed how NPF4 will facilitate in the delivery of other national plans such as the Climate Change Strategy for example.

It was also raised whether KAG should prepare a briefing note on how it can support the delivery of any national developments as they come forward.

Alasdair outlined that the group could also consider advising on strategic placemaking through considering issues such as housing numbers, the spatial issues and policy lines of these – but much will depend on the level of detail contained in the new NPF following the removal of SDPs. Brenden noted that potentially Dundee would be a good place to look for collaborative working opportunities considering the strategic programmes it has in place following the waterfront regeneration.

The group also discussed whether the KAG should play a role in suggesting projects and developments that might feature in a new NPF. Sean advised of the Leven Project in Fife which involve catchment wide regeneration and presented opportunities for collaboration in placemaking due to the involvement of all Key Agencies. He also outlined that it could provide an opportunity to comment on the soft aims of NPF 4 including health, education and equalities. The group agreed to establish further what projects might qualify for consideration in NPF4.

Alison raised the question as to whether it would be worth contacting SG outlining the multiple projects which could potentially feature in NPF4. The group discussed this option and it was considered that it may be too early to do so at this time but that we should be actively considering projects and noting them in order to highlight these at a later date.

The group then moved on to consider how KAG could be a delivery partner of NPF4 and whether there should be a separate subgroup within KAG. Alasdair raised the point that it is intended that NPF4 be a very different type of planning document than previous, with content from SPP being moved over to NPF4 and enhanced regional and cross-boundary spatial content.

The group then discussed the different approaches which the NPF4 may take and Debbie suggested that at the right time it would be sensible for KAG to form an NPF4 subgroup. The group agreed, and Alasdair advised that individual agency leads would be requested and in the meantime it would be useful if someone could volunteer to lead this subgroup (see below).

5. NPF4 Discussion (continue)

Steven from A&DS joined the meeting. Discussions continued around how the KAG can support NPF4.

Mike raised that NPF4 will require additional input from all members, and outlined issues regarding quality control of responses from both KAG itself and members. Alasdair agreed that responses must be co-ordinated between the organisational leads and a national level response from KAG.

Helen raised Alison's idea with regards to the letter to SG in relation to potential national projects being a vehicle for SG to understand our prerogatives as a group. The group agreed this would be useful.

The group further discussed key issues surrounding the delivery timescale of NPF4 and shared individual perspectives of what it was expected to contain. Katherine reiterated that it was going to be a very different document from NPF3 and Brenden raised the idea of whether there was any opportunity for KAG to support SG in the delivery of NPF4 through secondments.

Mike requested that SG be invited to the December KAG meeting in order to provide an update on progress and likely timescales for 2019. The group agreed that this would be valuable.

The group then discussed the process which NPF will go through, the potential difference from SDP examination procedures and Parliamentary scrutiny. Helen also highlighted that the NPF4 would face a lengthy public engagement process. Helen and Kate both raised that this could be a way through which KAG could assist SG since all agencies have strong networks through different engagement strategies – we can offer to help facilitate some events etc.

- **Action:** KAG to develop a brief/offer setting out how we can support of the preparation and delivery of the new SPP/NPF.
- **Action:** (Since the meeting Brendan has kindly agreed to lead the new SPP/NPF4 subgroup). All agencies to consider who is likely to be involved and lead on SPP/NPF4 for their interests (and pass names to Brendan)
- **Action:** Anna to discuss with Alasdair with regards to inviting Scottish Government to December KAG.

6. AOB

a. Outstanding Items from Previous Meetings

Outstanding items from the previous meetings were discussed and the following actions were identified.

- **Action:** All to submit PPF to Alison Baisden for circulation after 31 July.
- **Action:** Agencies to provide logos and comments on the Pre-Application Statement to Fiona Rice as soon as possible.
- **Action:** EIA Group to follow up with HOPS on the Key Agencies charging for a Quality Assurance Service for EIA Reports
- **Action:** Fiona Rice to chase the Scottish Government regarding hosting the Key Agencies Web Page
- **Action:** Debbie Livingstone to chase Transport Scotland regarding joining the Improvement Service Skills Programme.
- **Action:** EIA Group to provide feedback on competent 'experts criteria' to HOPS.