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<th>Time</th>
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<tr>
<td>13:00</td>
<td>Welcome &amp; apologies</td>
<td>GD</td>
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<tr>
<td>13:05</td>
<td>Minutes and issues arising from last meeting</td>
<td>DP-15-04-01</td>
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<td>13:10</td>
<td>Scottish Government Update</td>
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<td>13:30</td>
<td>Planning Review</td>
<td>DP-15-04-02</td>
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<td>DP-15-04-03</td>
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<td>Feedback - planning &amp; infrastructure workshops</td>
<td>DP-15-04-04</td>
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<td>Land Reform</td>
<td>DP-15-04-05</td>
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<td>Housing Delivery Plan (Workstream)</td>
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<td>15:00</td>
<td>Issues Arising from SPP (Workstream)</td>
<td>All</td>
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<td>15:10</td>
<td>Community Empowerment Bill (Workstream)</td>
<td>All</td>
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<td>15:20</td>
<td>Any Other Business</td>
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<td>- Meeting dates/locations for 2016</td>
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<td></td>
<td>- National Tourism Development Framework</td>
<td>DP-15-04-06</td>
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<td>- Working Group Information</td>
<td>DP-15-04-07</td>
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<td>- Planning and Infrastructure Event</td>
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MEETING DATES FOR 2016

TBC

TELECONFERENCING DETAILS

Access Information

Dial-in Numbers
01738477666
77666

Access Codes
Leader: 0147367
Participant: 0157340

Invite Participants Using:

Calendar
E-mail

Change Invitation Settings:

LIST OF PAPERS

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<tr>
<td>DP-15-04-01</td>
<td>Minutes of previous meeting</td>
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<td>DP-15-04-02</td>
<td>Planning Review – HOPS notes from Executive</td>
<td>separate paper</td>
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<td>DP-15-04-07</td>
<td>Working Groups</td>
<td>separate paper</td>
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MINUTES OF PREVIOUS MEETING

231 George Street, Glasgow, G1 1RX
3rd September 2015, 14:00 – 16:00

Attendance
Gillian Dick  Glasgow  GD
Scott Dalgarno  Highland  SD
David Jennings  Aberdeen City and Shire SDPA  DJ
Bill Lindsay  Fife  BL
Peter Marshall  Perth and Kinross  PM
Lorna Bowden  North Lanarkshire  LB
Alan Williamson  West Dunbartonshire  AW
Ben Wilson  Edinburgh  BW
Karl Dorozenko  East Ayrshire  KD
Colin Hemphry  Falkirk  CH
Simon Pallant  Scottish Government  SP
Trevor Moffat  Improvement Service  TM

Teleconference
Suzanne Shearer  Shetland Islands  SS
Iain McDiarmid  Shetland Islands  IMcD

Apologies
Stuart West  Orkney Islands  SW
Gordon Cameron  South Ayrshire  GC
Carrie Thomson  Scottish Government  CT
David Cooper  Edinburgh  DC
Gavin Miles  Cairngorms NPA  GM

1. Minutes and issues arising from last meeting
Members present agreed that the previously minutes were accurate

Matters arising:
- GD has attended the Effectiveness of Greenhouse Gas Emission Policies in Scottish Local Development Plans - Review Meeting
- Dundee University will be carrying on desk based research on Perth and Kinross, Aberdeen City, Aberdeenshire and Highland Councils. Research has taken longer for planning and building warrant requirement than expected. A meeting has been arranged on the 6th October for reporting back.

2. Scottish Government Update
Scottish Government update provided by SP

The National Development Plan forum was held on the 14th August. Thanks to SD for chairing. It was attended by 70 people, including 29 local authorities and several key agencies. Presentations are available on blog. Some councils have this blog blocked by IT. An alternative resource would also be appreciated. This is seen as a broader problem of council security measures as it should be safe to access SG information. Though this can be dependent on IT supplier.

Advice on flood risk and waste is not a PAN. It would be useful if the status of this online advice was clearer for planning authorities.

**Action:** SP to take back and discuss at Scottish Government

**Scottish Opencast Coal Task Force Update**

The Scottish Opencast Coal Task Force met on 15 June 2015 in Glasgow focusing once again on effective regulation. A final report making recommendations on changes in planning procedures focussing on enhanced flows of information and opportunities for oversight now has the blessing of most planning authorities and can be signed off by the next task force with a view to publication.

Consultations on monitoring fees and on notification of applications are being drafted. Work with SNH and SEPA on better scoping for EIA related to surface coal mines is due to report to the EIA Forum in November. HOPS has now published its position statement on the operation of financial mechanisms to secure decommissioning restoration and aftercare of development sites. Appendix 2 provides a section 75 agreement template which is to be commended. As previously reported, that will save some duplication of effort.

Alternative restoration proposals at several sites are being worked up by the Scottish Mines Restoration Trust with a scheme at Powharnal, East Ayrshire featuring top of the list.

An article has been written for the landowning community and will appear in Scottish Land and Estates journal ‘Land Business’. It suggests landowners should proceed cautiously when entering into contracts for further extraction: ‘royalties with responsibility’.

Good progress has been made with HOPS and the Improvement Service on training, skills and the formation of a community of interest on coal and minerals – with analysis of preferred models due to report to the December board.

SG is making progress on guidance on bank guarantees following meetings with the industry and the banking sector. A draft will be shared with HOPS E&R and SOLAR. SG hopes to have recruited a secondee by September to assist with all the task force report’s workstreams.
The Task Force’s next meeting is in Newbattle, Midlothian on 28 October.  
SG Contact: Graham Marchbank

East Ayrshire asked how to cover the unconventional oil and gas monitorium and advice to put in MIR  
Action: SP to speak to Graham Marchbank

3. **Housing Delivery Plan**  
The paper presented can be found below. The key issues identified by planning authorities are:

![Paper Image](image.png)  

**DP-15-03-02 - JHDP**  
- HoPS Paper v3 (1).docx

**Item 3**  
- Self-build, there is opportunity through LDP to identify sites for this

**Item 4**  
- Improved alignment of infra delivery  
- Planning and infra sub-group  
- With providers including Scottish power and SSE, needs to have interest in development plans  
- Protocol to be set up for strategic sites, currently no capacity for smaller sites  
- Want to discuss with telecoms

**Key agencies**  
- Co-operating and delivering  
- Scottish water more pro active  
- Work needs to be done on protocols for improvement, comments through this group

**Item 5**  
**Infrastructure delivery.**  
- Timetables for SG to take forward, key decisions on way for local authorities to operate  
- Developer or planning authority has to find funding to unlock sites

**Item 7**  
Desire to see long term vision in masterplans from the Scottish Government. Susie Stirling is the contact point  
- Isle of Rum, PAS helping with a template for community planning

**Item 8**  
Action programmes and testing viability of sites at DP stage.
PKC experience, poor returns back from developers on effectiveness on call for sites
- Identification, and key milestones and finance identification
- Robust definition of effectiveness
- Recording through housing land audits

Other comments
- Small builders hard hit hardest by the recession, for this to pick up requires supply of small sites
- Effectiveness of current method used to calculate HNDA
- Issues in how developers judge marketability of sites is not standardised or scientific
- How to get more out of sites, including offering to multiple developers
- Identifying arbitrary sites is often seen as a waste of planning staff time

There is a new team at Homes for Scotland which are focussing on housing delivery. This has so far been very promising.

SP is working with Lisa Bullen and Anne Grove at the Scottish Government to provide guidance.

The HOPS Executive received a presentation from the Valuation Office Agency. There has been discussion with RICS to produced Scottish Valuation Guidance.

4. **Issues Arising from SPP (Workstream)**

   Town Centre Protocol was discussed but there has been no progress on this item.

5. **Community Empowerment Bill (Workstream)**

GD raised that through the bill section 9, allotments groups for example could lobby for large sites. There are sections of the bill, impacts not fully understood, such as the use bill to purchase land they didn’t want used as housing, example in Glasgow. BL pointed out there could be a raised expectation coming from elected members that the planning authority can’t always deliver.

Greatest effect in rural areas e.g. the work done by the community on the Isle of Rum)

6. **Land Reform**
A series of geographical meetings have been held along with HFS, lawyers and surveyors. GD is on the current sounding board. A meeting in Dundee 11 September will look at information gathered throughout the geographical meetings. Issues discussed were:

How to take forward any recommendations without changes to the primary legislation
   - What is the problem, are there ways of going through without changing legislation
   - Nicola Barclay (homes for Scotland) suggested a housing land corporation, this idea may have some merit

9 recommendations were subsequently forwarded by the Scottish Government, these can be found below. This was fed back to ministers at the end of September. Further information is also available on the Knowledge Hub.

7. PPF - Performance Monitoring
There are still issues with the data presented in some PPF reports, issues noted:
   - Previous years indicators
   - Wrong figures
   - Claiming there wasn’t House supply target
   - Interpretation of employment land
   - Mixed use development makes employment land difficult to discuss in hectares
   - Format of submission requires commentary on yes/no questions
   - It was noted that the guidance could be clearer and/or updated

Action: TM will discuss with the Scottish Government updates for the guidance template to be used in 2016

Do we wish to update the PPF indicators again and is it currently achieving its purpose? This will be discussed again following the benchmarking group meetings.

8. District Heat Network Policy
BL presented his paper following the HOPS visit to Denmark to research district heat networks. Representatives were present from Perth and Kinross, Falkirk, Fife and Highland. This paper can be found on the Knowledge Hub.

Highlighted items are:
   - Differences in culture and common/public ownership of networks in Denmark
   - Links between energy and development planning are very strong in Denmark
   - Market provision in Scotland – no yet UK proven model
   - Online PAN still to come out at the time of writing, this is now available here
Lessons in design and development in housing – density etc. required to make it more viable
- Small towns with correct design can provide this network
- Needs national drive
- Close correlation between LDP and plans for heat networks

SG – could address:
- Value benefits – fuel poverty etc
- Building regulations – increase to passive building
- Benefits better through heat networks than in passive housing
- Electricity req could be better in DH

Glasgow currently working with British Geological Society on how to map sub surface Geothermal operations and where pipes exist. This can be found here.

Getting utilities companies to share information – commercially confidential – difficulties in coordinated planning

9. **DPEA Core Documents Library**
The DPEA are moving to hold local authority supplied documents in a library electronically
Progress at HOPS exec – Michael McGlynn stated it would be preferable to only take electronic copy

GD is working on a document collating a list of generic documents for use by the DPEA. This will be based on national and area based documents. This will be reviewed every year for the DPEA.

BL has already had a conversation with the DPEA by phone declining to provide circa. 10-15,000 representations in paper form when they had electronic copies available. Would the DPEA be able to take burden of photo copying cost is another issue to be addressed.

BL setting up – DPEA use of objective as filing – LA use this as well – try and set up a session tweak representations for what is required.

**Action:** Members to pass on examples of non-photocopying to GD and TM
**Action:** Michael McGlynn will draft a letter to the DPEA stating HOPS position.

10. **Any Other Business**
Change in supplementary guidance on developer contributions. They have removed the section on paying cost on preparing section 75. Legal opinion can be shared – get in touch with PM.
Supplementary guidance is no longer consistent with circular. SP is aware of proposed plans to remove lines on charging.
**Action:** SP will review the legal opinion at Perth and Kinross
For note. Fife Council have issued an online survey to all stakeholders (including members of the public) to help gather information as part of their response to the planning review.

AW wished to know opinions on the forestry consultation process, views welcome on Knowledge Hub. Please remember information requests will now be primarily put onto Knowledge Hub. TM will send a reminder when several requests are made.

The next meeting will be held on Friday 4th December in Pullar House, Perth.