



**Key Agencies Group**  
Thursday 12<sup>th</sup> September 2019

Meeting summary & actions

# Meeting Summary and Actions

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## Summary

Members of the Key Agencies Group met on Thursday 12<sup>th</sup> September 2019. The meeting was chaired by Alasdair McKenzie of HES, hosted by **sportscotland** and took place at Doges, Templeton on the Green, Glasgow. Various topics were discussed including the Planning Act, and the work of the current KAG subgroups. We were also pleased to welcome guest speakers Fiona Simpson from Scottish Government to talk about the next National Planning Framework and Stuart Tait, ClydePlan manager, who provided an update on Regional Spatial Strategies. Architecture and Design Scotland also introduced the Group to their Planning Places for Decarbonisation project; and explained another project on Skillset for Housing.

## Attendees

Alasdair McKenzie – Historic Environment Scotland (KAG Chair)  
Anna Gaffney – SEPA (KAG secretariat)  
Alan Farquhar – SEPA  
Katherine Lakeman – SEPA  
Peter Hutchinson – Scottish Natural Heritage  
Ivan Clark – Scottish Natural Heritage  
Adele Shaw – Historic Environment Scotland  
Debbie Livingston – Systra / Transport Scotland  
Amy Philips – Transport Scotland  
Denise Angus – Transport Scotland  
Morag MacKay – Transport Scotland  
Sasha Laing – Forestry Commission Scotland  
Andrew McAllister – Forestry and Land  
Kate Givan – Architecture and Design Scotland  
Gerald O’Brian – Architecture and Design Scotland  
Karen Ridgewell – Architecture and Design Scotland (item 6)  
Peter Noad – Scottish Enterprise  
Katherine Pollard – Scottish Land Commission  
Amanda Marshall – Scottish Water  
Claire Peters – sportscotland  
Rob Piggot – PAS  
Trevor Moffat – Improvement Service  
Heather Holland – East Dunbartonshire Council and HOPS  
Helen Fallas – British Geological Survey  
Fiona Simpson – Scottish Government (item 4)  
Stuart Tait – ClydePlan (item 5)

## Apologies

Ursula Szupczynska – Historic Environment Scotland  
Fiona Rice – Scottish Natural Heritage

## Action log

Action	Who?	When?
Alison Baisden to draw together a package of existing information from the recent KAG conference including FAQs, information and photos, to allow KAG members to use and share the content of the event within their own networks.	Alison Baisden	On-going and with input from Peter Hutchinson
Circulate papers from High Level Planning Performance Meeting for information	Alasdair	ASAP
<i>All to consider how KAG can support planning act implementation programme and send any comments/views to Anna.</i>	All	ASAP
<i>Alasdair and Anna to collate in advance of liaison with SG colleagues.</i>	Alasdair and Anna	1 Nov
<i>Alasdair to feedback on KAG/SG liaison meeting at December KAG meeting.</i>	Alasdair	December 2019
Peter Hutchinson to contact the volunteers to begin drawing together joint KAG statement on purpose, principles and partnerships. Volunteers include, Peter Noad, Sean Caswell and Adele Shaw.	Peter Hutchinson	On-going
All interested parties to contact Peter Hutchison to discuss next steps to progress a joint customer survey.	All	On-going and with input from SNH, HES and SEPA
<i>All agencies reminded to make use of the Partners in Planning website upload functionality.</i>	All	ASAP / ongoing
<i>Alasdair and Anna to ensure recent PPF report are linked from KAG website over to PiP.</i>	Alasdair and Anna	December 2019
<i>Alasdair to ask Scottish Government if PPF reporting is likely to happen in 2020.</i>	Alasdair	ASAP
<i>Interested agencies should contact Gerald O'Brien and Kate Givan to participate in projects for:</i> <ul style="list-style-type: none"> <li>- Planning Places for Decarbonisation</li> <li>- Skillset for Housing</li> </ul>	All	ASAP
Katherine Lakeman to prepare a brief presentation for next KAG meeting to provide an overview of the current activities of all Placemaking pilot projects.	Katherine Lakeman	December 2019

## Forthcoming meeting dates and locations

- **\*Wednesday 11<sup>th</sup> December, 2019 - \*rescheduled from 12<sup>th</sup> Dec**  
(SNH, Silvan House, Edinburgh)
- **Thursday 12<sup>th</sup> March, 2020**  
(host tbc)

# Agenda

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10:00	1.	<b>Welcome, introductions and apologies</b>
10:05	2.	<b>Planning Act and other updates</b> <ul style="list-style-type: none"> <li>• Feedback from HL group on performance (Alasdair McKenzie)</li> <li>• Infrastructure Commission (Alasdair McKenzie / Brendan Turvey)</li> <li>• Planning Act – KAG action plan (All)</li> <li>• Co-ordinated/shared input to conferences (Alison Baisden / Peter Hutchinson)</li> <li>• A new KAG Service statement (Peter Hutchinson)</li> <li>• Joint Customer Survey (Peter Hutchinson)</li> <li>• Vacant &amp; Derelict Land / SLC Report (Kathie Pollard)</li> </ul>
10:50	3.	<b>Working group updates</b> <ul style="list-style-type: none"> <li>• Skills &amp; training / Partner in Planning (Kate Givan, ADS)</li> <li>• Placemaking (Katherine Lakeman, SEPA)</li> <li>• Environmental Evidence (Helen Fallas, BGS)</li> <li>• IGOR – Inter-Agency Group on Renewables (SNH)</li> <li>• Planning Performance Reports &amp; peer review (Alison Baisden, HES)</li> <li>• NPF 4 (Brendan Turvey, SNH)</li> </ul>
11:15		<b>Tea and Coffee</b>
11:30	4.	<b>Planning Act work programme and KAG support</b> Joined by Fiona Simpson, Assistant Chief Planner, Scottish Government
12:45		Lunch
13:15	5.	<b>Regional Spatial Strategies</b> Joined by Stuart Tait, Clydeplan Manager
14:00 - 15:00	6.	<b>ADS session</b> <ul style="list-style-type: none"> <li>• Planning Places for Decarbonisation – a broad introduction of the ADS project objectives, outline the project approach/focus and to find out more about potential alignment with the work/activities of other key agencies' on placemaking focused on carbon reductions.</li> <li>• Skillset for Housing – information sharing and input session on a package of skills support A&amp;DS are putting together aimed at assisting the creation of better designed housing options in better places</li> </ul>
15:00	7.	<b>AOB</b>

## Meeting summary

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1. Welcome, introduction and apologies
2. Planning Bill Act and Other Updates

### **Feedback from HL Group on performance – Alasdair McKenzie**

Update circulated with meeting papers. Alasdair advised that the HL group recently had its first meeting since Planning Act was passed. The Minister of Local Government, housing and Planning expressed his thanks to everyone for the hard work that had taken place – and highlighted the important work ahead regarding new Regulations and the next National Planning Framework. General agreement that key performance statistics are helpful for PPF reports but that these could perhaps be presented in a more engaging way. Minister keen to press ahead with consultation on revised planning fees – this is also expected to deal with fees for fast-tracked applications and discretionary charging. Alasdair will circulate relevant papers around reporting and peer to peer reviews.

**Action:** *Alasdair to circulate relevant papers regarding PPF reporting and reviews.*

### **Infrastructure Commission – Alasdair McKenzie / Brendan Turvey**

Alasdair advised he wrote to the Chair of the Infrastructure Commission (IC) in June offering further advice and support for their work; this was welcomed and some KAG reps subsequently attended regional meetings. IC aim to submit their draft report to The Cabinet Secretary for Transport, Infrastructure and Connectivity (Michael Matheson MSP) in late 2019, with the Final Report due in 2020.

### **Planning (Scotland) Act 2019 – KAG Action Plan – All**

Alasdair sought round table feedback re: issues etc. and whether a joint response may be helpful. It was noted that a joint response would be helpful but challenging given different interests and roles of Agencies. KAG is meeting colleagues in Scottish Government Planning & Architecture Division shortly – it would be helpful to have an idea of common themes for that meeting. Please confirm to Alasdair if you wish to attend, and also send your agency's key interests in advance of that meeting. Peter suggested that a combined response could set out which Key Agencies are likely to lead in a given topic area.

**Action:** *All to consider how KAG can support planning act implementation programme and send any comments/views to Anna.*

*Alasdair and Anna to collate in advance of liaison with SG colleagues.*

*Alasdair to feedback on KAG/SG liaison meeting at December KAG meeting.*

## **Co-ordinated / shared input to conferences – Alison Baisden / Peter Hutchison**

Alison was not present; Alasdair noted the update is self-explanatory. Alison will be back from leave shortly so if anyone has any comments or queries, please get in touch.

## **A new KAG service statement – Peter Hutchison**

Peter H stressed he's not looking for the statement to duplicate work/statements from other agencies. The key message is that KAG wants to collaborate and help provide greater certainty in the planning process. The three key themes are: Plan-making; How to Enable Development; and Improving our Services. A joint KAG statement was generally supported e.g. Alasdair noted the joint submission to Ministers on MCAs was effective and was highlighted by the Minister during the stage 3 debate, and Andrew McAllister advised a joint statement could assist FCS as they don't have the same role in the planning system as some of the other agencies.

Through discussion, Katherine Pollard noted that November 8<sup>th</sup> is World Town Planning Day and a good opportunity to highlight the services we all provide.

## **Joint Customer Survey– Peter Hutchison**

Peter H advised that SNH are still happy to undertake customer survey work with other agencies if this is of interest. Please get in touch with Peter directly if interested.

***Action:** Interested agencies to contact Peter Hutchison on opportunities for joint customer survey.*

## **Vacant and Derelict Land – Kathie Pollard**

Katherine advised the group that a scoping report they commissioned (undertaken by Ryden) was published last month. The [report](#) looks at the types of VDL and barriers to their redevelopment. The follow-up report is due in March 2020. A report is also due on the consequences of VDL. Ongoing work with Task Force will consider funding for demonstration projects. Helen noted some overlap with work of the KAG sub-group; further discussion is needed around how KAG can input to this work. Discussion noted that the land is a mix of public and private. Focus is on VDL which is persistently problematic; most of the sites have been VDL for 20 years or more. Peter H noted this work should ideally be integrated into the NPF.

### **3. Working Group Updates**

#### **Skills and Training / Partners in Planning – Kate Givan**

All noted that [Partners in Planning](#) (PiP) website is not well used in terms of uploads by KAG. Ivan suggested all consider what we have added in the last

12 months. General agreement that there is appetite for another KAG event; although it was suggested that KAG should aim to report back on feedback from last event. Katherine L suggested the website could be a suitable platform for KAG to endorse the place-making principle.

**Action:** All agencies reminded to make use of the Partners in Planning website upload functionality. Alasdair and Anna to ensure recent PPF report are linked from KAG website over to PiP.

### **Placemaking – Katherine Lakeman**

Katherine provided updates including:

- Ongoing KAG work with Stirling Council re Forthside. August workshop had good range of Council reps and Key Agencies. Good feedback and it led to production of high-level objectives; which will feed into development brief.
- Perth West – hopefully there will be a workshop later in 2019. This site is different to Forthside in that it is owned by several different private landowners – all have agreed to work together.

Sub-group to meet again in next couple of months; Scottish Enterprise keen to be involved.

Katherine was asked whether a range of type of sites would be considered for this approach (the 2 above are both essentially large redevelopment sites).

Katherine confirmed other types of sites would be considered – criteria are large, complex sites where a joint approach would be helpful, and where site is at a relatively early stage.

### **Environmental Evidence – Helen Fallas**

Update circulated with meeting papers. Group continuing to engage with Scottish Government especially on Flood Risk Assessments and LDP preparation.

Digital Planning Strategy due to be published November / December 2019 (although timing may slip as Government wants endorsement from LAs prior to publication).

### **IGOR – Inter-Agency Group on Renewables - SNH**

Peter H noted there have been no recent meetings; and questioned where there is an ongoing need for this subgroup. A HOPS subgroup covers energy, and HOPS happy to have other attendees. May incorporate IGOR into HOPS subgroup (which meets quarterly).

### **Planning Performance Reports and Peer Review – Alison Baisden**

Update circulated with meeting papers. Alasdair noted that this work can feed into meeting with Government scheduled for October – and requested that any agency who has prepared a PPF and not yet circulated – please do so. Alasdair will ask whether feedback from SG on PPFs is likely this year.

**Action:** Alasdair to ask Scottish Government if PPF reporting is likely to happen in 2020.

#### **NPF 4 – Brendan Turvey**

Alasdair caught up with Brendan prior to meeting. The question of whether we should we continue a dedicated sub-group – i.e. is this needed alongside place-making subgroup, was raised. Noted the subgroup can provide faster responses, but if longer response times are given for NPF; may benefit from wider KAG group discussion.

NPF subgroup meeting 19<sup>th</sup> September – A+DS and SEPA keen to attend – to contact Brendan.

#### **4. Planning Act Work Programme and KAG support – Fiona Simpson**

Fiona gave a helpful presentation on the Planning Act, focusing upon the priorities for the 4<sup>th</sup> National Planning Framework (NPF4). Discussion following the presentation noted the significant amount of interest in matters which are not ‘pure planning’. Fiona noted that planning is about place, so shouldn’t be constrained by statutory definition of development – for example there has been lots of value from CSGN which isn’t strictly ‘development.’ Fiona also noted that in retrospect, the long parliamentary process was good in that it raised a lot of these wider issues. National developments were discussed, and whether existing national developments may be carried over. This still needs to be worked through, and there is no set idea of how many there should be. Fiona noted that detailed feedback on the specifics of policy implementation is very valuable – going forward; consultation may be tailored to audience. Work programme is due to be published later this month. Consultation on participation strategy is ongoing and agencies are encouraged to feed into this.

#### **5. Regional Spatial Strategies – Stewart Tait**

Stewart Tait provided a helpful overview of the context leading to the creation of the Regional Spatial Strategies and outlined the known remit of the strategies at this stage. This included the 10 year timescales for the RSS to align their cycle with the other planning strategies such as NPF and LDP.

The status of the RSS in relation to the other plans and strategies was highlighted with discussion around levels of engagement and timescales for preparation were discussed. It was also highlighted that there would not be any examination of these strategies prior to adoption.

This balance of producing the RSS, the issues to be covered and the level of detail they contain is still to be established to ensure that the time spent in their



production is used effectively. As the economic and political context has changed since the establishment of City and Infrastructure deals, the influence and role of RSS will be different from the strategic development plans and will potentially have more of role in co-ordinating multiple strategies for development ambitions over the long term.

Fiona Simpson advised that the Scottish Government would be seeking a collaborative approach and input from stakeholders with regard to the preparation of the guidance for RSS, particularly as the input and participation of planning authorities will change. An event is scheduled for early October for Local Authorities to come together and discuss approaches to Regional Planning, including which geographic groupings and issues these might address.

## **6. ADS – Planning Places for Decarbonisation and Skillset for Housing – Gerald O'Brian, Karen Ridgewell and Kate Givan**

### **Planning Places for Decarbonisation**

Gerald O'Brien from ADS provided a helpful introduction to their most recent project on Planning Places for Decarbonisation. He advised that the Scottish Government Energy & Climate Change Directorate has asked Architecture & Design Scotland to take this project forward in support of Scotland's Climate Change Plan. The main reason for this is that the built environment is identified as a significant source of emissions related to climate change.

Gerald advised ADS has established a multidisciplinary team to work with Local Authorities and associated stakeholders through the planning system to design-in carbon reduction to spatial plans and related area development strategies/briefs. This will involve facilitating workshops, collaborating and providing design support and using a range of tools and technical knowledge. The pilot phase will work with a small number of Local Authorities to help develop area plans/spatial strategies and through this, establish a practical approach of designing-in carbon reductions to places and this has been positively received by HOPS.

Gerald advised that the project was in its early stages and would be keen to hear from those interested and identifying potential alignments with other work and activities with other agencies on placemaking focused carbon reductions.

### **Skillset for Housing**

Kate Givan from ADS provided a helpful introduction to the second topic, Skillsets for Housing, shared information on this project and sought feedback on a package of skills support ADS are putting together aimed at assisting the creation of better designed housing options in better places. Kate highlighted that ADS are developing packages of online content over the coming months, which will be followed by a series of scenario based workshop sessions later in 2019.

Kate went on to advise that they would welcome input from agency colleagues to inform this piece of work. As well seeking views on the proposed structure and content, they are keen to get colleagues input an ideas for how this might fit with other agencies understanding of priority development needs for housing led development. Kate also advised that they are keen to explore opportunities to align or signpost to relevant resources or training opportunities from other agencies.

**Action:** *Interested agencies should contact Gerald O'Brien and Kate Givan to participate in both projects.*

## **7. AOB**

Following no AOBs, Alasdair thanked all for attending and closed the meeting.