Shetland Islands Council

Development Committee   **20 January 2016**

Local Development Plan Update Report
DV-05-16-F

Report Presented by Team Leader Development Plans and Heritage	**Planning Service Development Services Department**

1.0   Summary

1.1   This report provides an update on the next Shetland Local Development Plan (LDP2) and Supplementary Guidance (SG).

2.0   Decision Required

2.1   That the Development Committee RESOLVES to note the programme and priorities in respect of LDP2 and SG set out in this report.

3.0   Detail

3.1   This report sets out the progress on the next Shetland Local Development Plan (LDP2) and the Supplementary Guidance (SG) associated with the existing LDP, as requested by the Development Committee on 25 March 2015.

3.2   The Council adopted the Shetland Local Development Plan (SLDP) in September 2014 and work on associated supplementary guidance is ongoing. Work on LDP2 commenced in January 2015 and the timetable for progressing this and the opportunities and means of community and stakeholder engagement, form the Development Plan Scheme, approved by the Development Committee on 25 March 2015 [Min Ref: 12/15].

3.3   The main statutory stages in the preparation and delivery of the Shetland Local Development Plan are:

- Publication of the Development Plan Scheme
- **Pre Main Issues Report (MIR) Evidence Base Gathering**
- Main Issues Report and draft Environmental Report consultation.

- Prepare and Publish the Proposed Plan, alongside the Strategic Environmental Assessment and other impact assessments
- Consider and respond to representations to the Plan
- Submission of the Plan to Scottish Ministers
- Examination
- Adoption of the Local Development Plan, Environmental Report and Action Programme
- Implementation, Monitoring and Review

3.4 **Development Plans Scheme (DPS)**
We will report the next DPS to the Special Development Committee on 15 March 2016 and this will provide an update on the key milestones (MIR consultation, publication of Proposed Plan and Submission to Ministers). In addition, we are refining the project plan as the evidence base develops, accounting for available resources.

3.5 The Development Plans team has experienced staff departures and shortages over the past year that has impacted on workloads and timescales. After reviewing what was achievable with the resources currently available we have ensured the focus of our work over the first quarter of 2016 will be as follows:

Housing – research, policy development and delivery.
- Continued involvement in the Housing Needs and Demands Assessment (HNDA) evidence gathering process - HNDA expected early 2016.
- Publication of the annual Housing Land Audit - expected by time of this Committee.
- Production of the Knab Development Brief, engagement with consultants working on Staney Hill Development Brief and promoting the development of other key sites included in the Action Programme.

Engagement
- Continuing with the valuable work already started on raising the profile of Planning within the Council and also externally, placing a strong emphasis on reaching those who do not traditionally get involved.
- Youth Discussion Day took place on 8 December - involvement of about 50 young people; output report to be completed
- Promoting the opportunities for engagement to the wider public as part of the LDP Process.
- The Place Standard tool has now been published by a partnership between the Scottish Government, NHS Health Scotland and Architecture & Design Scotland. The Planning Service is a member of the advisory panel that formulated the tool and we contributed to trials during its development. We anticipate using the tool during our continuing engagement on the LDP and this will be part of the joint consultation processes across Development Services. These joint consultations will allow for the sharing of resources across services and better coordination of participant targeting, each with the potential for efficiency and cost savings.

Supplementary Guidance

- **Placemaking** - draft for consultation on the agenda for this Committee. We have prioritised this SG because, although it applies to all development, it is particularly important to have it in place in good time for the potentially very significant developments that are currently in pre-application stage (e.g. Staney Hill) or may soon reach that stage.
- **Local Landscape Areas** - LLAs Review Panel has met 3 times but work will now pause until staff resources available.
- **Onshore Wind** - work ongoing on the Strategic Environmental Assessment (SEA) and related work prior to submitting for adoption.
- **Developer Contributions** - evidence gathering stage.

3.6 **LDP evidence base**, work ongoing. Currently re-allocating tasks, taking account of staff changes and as some work completes; still concentrating on key research areas - housing, transport, employment etc

4.0 Implications

Strategic

4.1 Delivery on Corporate Priorities - The Shetland LDP will become the strategic tool for the Council's spatial development priorities. In conjunction with other Council policies it will contribute to meeting the spatial aims of the Community Plan and the Corporate Plan.

4.2 Community/Stakeholder Issues – The Consultation process required as part of the Local Development Plan process has been set out in the Development Plan Scheme. Community and Stakeholder engagement commences at the earliest stages of plan preparation and continues throughout the development of the plan.

Pre-engagement with key agencies:
SNH, SEPA, Scottish Water, HIE, ZetTrans & Crofting Commission, Shetland Health Board and Historic Environment Scotland (Historic Environment Circular 1 2015)

Pre-engagement with non-key agencies, that must be afforded the same level of involvement in the development plan process:
Transport Scotland, Forestry Commission Scotland and Marine Scotland

4.3 Policy and/or Delegated Authority – In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit.

Once approved, the LDP forms part of the Council's strategic policy framework as referred to in Section 3(2) of the Governance procedures.

4.4 Risk Management – An up to date LDP will ensure the Council can support developments that are in line with its priorities, and avoid challenges to Council decisions. The LDP has been formulated to reflect the Council's priorities.

4.5 Equalities, Health and Human Rights - The process to deliver the LDP includes addressing the Council's obligation to comply with equalities legislation and policies. As part of the plan making process the LDP content will be subject to an Equalities Impact Assessment.

4.6 Environmental – As part of the plan making process the LDP content will be subject to a SEA. The Planning Authority is also subject to the over-arching requirement to exercise the function (of preparing development plans) with the objective of contributing to sustainable development imposed by The Planning etc. (Scotland) Act 2006.

Resources

4.7 Financial – All costs relating to the Local Development Plan Process are met within existing budgets.

4.8 Legal – None.

4.9 Human Resources – Work undertaken as part of the Local Development Plan process will be undertaken by established staff.

4.10 Assets and Property – None.

5.0 Conclusions

5.1 The report highlights the work to produce the next up to date and fit for purpose Local Development Plan that meets statutory requirements, national policy and local priorities and aspirations.

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Insert Date report was finalised: 11 January 2016

END

Shetland Islands Council

Development Committee   **20 January 2016**

Placemaking Supplementary Guidance – Draft for Consultation
Report No: DV-03-16-F

Report Presented by Team Leader- Development Plans and Heritage	**Planning Service Development Services Department**

1.0   Summary

1.1   This report presents the draft Placemaking Supplementary Guidance (SG), following initial informal consultation.

1.2   This report seeks approval to commence a six week period of public and stakeholder consultation on the draft Placemaking SG.

2.0   Decision Required

2.1   That the Development Committee RESOLVE to agree that the draft Placemaking SG be subject to a six week period of public and stakeholder consultation.

3.0   Detail

3.1   In accordance with Policies GP2 and GP3 in the Shetland Local Development Plan (LDP) 2014 and in accordance with Scottish Planning Policy, the Supplementary Guidance has been produced for Placemaking in Shetland.

3.2   We have undertaken pre-consultation with Hjaltland Housing Association and with members of Shetland's Architectural Society, who have agreed to be part of the formal draft consultation process along with statutory consultees.

3.3   Pre-consultation has also taken place with Stuart Watson, the Scottish Government's Senior Architect for Planning and Architecture.

3.4   We have prepared the SG in consultation with the Roads Service and refer to their related work later in this report. All consultation responses received have been considered and the appropriate changes made to form the current draft attached in Appendix 1.

3.5   The Scottish Government has identified six key qualities that make a place successful –

- Distinctive
- Safe and Pleasant
- Easy to Move Around
- Welcoming
- Adaptable
- Resource Efficient.

These qualities were first introduced within the Scottish Government's Designing Places in 2001 and still form the guiding principles set out within Creating Places 2013 – their newest Policy Statement on architecture and place.

3.6   The six key qualities are central to the design process for all new development and form the basis on which the Council's Placemaking SG has been developed.

3.7   One of the keys to the success of the Placemaking SG is the application of road design and layout principles set out within the Scottish Government's Designing Streets 2010. Designing Streets 2010 is Scotland's first Policy Statement for street design and its principles meet the objectives of good placemaking, therefore designing a placemaking SG in accordance with Designing Streets, required close collaboration between the Planning Service and the Roads Service.

3.8   This report to Development Committee seeking approval to commence a six week consultation period, has been prepared in parallel with the work being undertaken by the Roads Service, who will seek approval of the Environment and Transport Committee in the current cycle for the adoption of the National Roads Development Guide (NRDG) with a Local Variation, as Council Policy.

3.9   For Members' information, the NRDG has been produced by the Society for Chief Officers of Transport in Scotland (SCOTS), supported by Transport Scotland and Scottish Government Planning and Architecture Division. This document supports Designing Streets and expands on its principles; importantly, it provides clarification on when the principles of Designing Streets should be applied to road design.

3.10   Alongside the NRDG will be a Local Variation to that document, which will address local issues or seek relaxation in certain areas. The Roads Service, along with the Planning Service, will undertake joint consultation with a working group that will comprise members of the Shetland Architectural Society, and representatives from Hjaltland Housing Association. The working group will feed back into the Placemaking SG and also the NRDG Local Variation.

3.11 This SG has been prioritised because, although it applies to all development, it is particularly important to have it in place in good time for the potentially very significant developments that are currently in pre-application stage (e.g. Staney Hill) or may soon reach that stage.

4.0   Implications

Strategic

4.1   Delivery on Corporate Priorities – The draft Placemaking SG is well aligned to a number of Council Plans and strategies. These include:
  - Corporate Plan 2016-2020, where the long-term community plan aim is for Shetland to provide good places to live.
  - Community Plan 2013, where the priority is to make Shetland the best place to live and work, by helping create communities that are healthy, safe, vibrant and sustainable.

4.2   Community /Stakeholder Issues – Community and stakeholder views will be gathered during and after the 6-week consultation period and will be addressed and fed into the SG.

4.3   Policy and/or Delegated Authority – In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit.

4.4   Risk Management – This draft SG is compliant with Scottish Planning Policy and provides further detailed guidance in accordance with Policies set out with the Shetland Local Development Plan 2014.

4.5   Equalities, Health and Human Rights – This draft SG supports various objectives set out within the Community Plan, which includes the provision of safe and healthy communities.

4.6   Environmental – The Draft Placemaking Supplementary Guidance has been screened against the requirements set out within the Strategic Environmental Assessment (SEA) as part of a wider SEA process on the suite of SGs that complement the Shetland Local Development Plan (LDP). It was determined that the Placemaking SG is unlikely to have significant environmental effects, and that it expands on LDP Policies GP2 and GP3, which have already been subjected to SEA.

Resources

4.7   Financial –   The consultation described within this report can be delivered within the existing approved budgets.

4.8   Legal – None.

4.9   Human Resources – Development Plans and Heritage staff will carry out the ongoing work associated with the development of the Draft SG on Placemaking alongside other work relating to the ShetlandLDP.

4.10   Assets and Property – None

5.0   Conclusions

5.1   The report outlines the processes involved in the creation of the Draft Placemaking SG at Appendix 1, to be the subject of a 6-week public and stakeholder consultation.

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Date report cleared: 11 January 2016

List of Appendices

Appendix 1: Draft Placemaking Supplementary Guidance

Background documents:

Report by Roads Service to the Infrastructure Committee - 20 January 2016

The National Roads Development Guide (NRDG)
http://localapps.pkc.gov.uk/internet/flashmag/councils/nationalroadsguide/roadsfeb2014.pdf
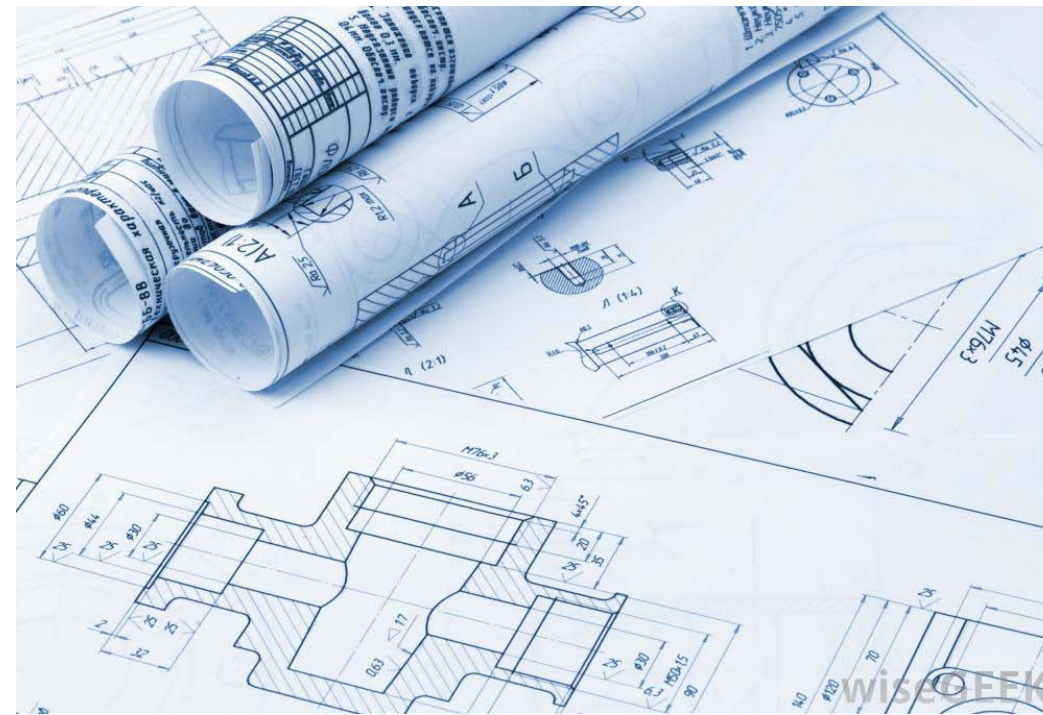
NRDG Local Variation by Road Services Section

END

CONTENTS

Section 1 - Introduction

PLACEMAKING

SHETLAND Local Development Plan

1. Introduction

The Shetland Islands is home to a landscape that has been shaped by human activity since Neolithic times. It is a Global Geopark status landscape with a diverse mixture of wildlife and habitats, many of which are protected under National and European legislation.

Shetland's built environment is as diverse and varied as its wildlife, and over the past 30 years Shetland has experienced rapid expansion of many of its settlements.

Whether it is urban or rural development, good placemaking should be at the heart of this expansion, as it considers and responds to the needs of the place and those that will use it. Good placemaking relies on designers planning new places that are in harmony with their surroundings.

Good buildings and places can give us a sense of belonging, sense of identity and a sense of community, and can raise the quality of life and health of people living within that community.

How to use this guidance

This document is divided in to easy to follow sections that will take you through the various stages of a development's design process. This guidance can be read step-by-step by reading each section stage at a time, or it can also be used as a reference for specific stages of planning and design.

Check lists are also provided to help guide your design and layout – please note that these lists are not exhaustive and provide a basic guide.

Who is this guidance for?

This guidance has been designed as an aid or tool-kit for the developer, architect and planning agent. It is also an aide for planning officers, elected Members and members of the community alike who play a part in shaping our built environment.

What type of development is this guidance for?

This supplementary guidance is aimed at all types of development including the space in-between buildings.

Development such as single or multiple housing, mixed-use developments or developments for health or cultural enjoyment and also the infrastructure linking these uses; all these types of development when properly designed and located, help raise the quality and sustainability of community life and can help maintain its culture and identity. This is at the heart of good placemaking.

Material Consideration

Regardless of how you use this guidance, its main aim and message is to ensure high quality design and thoughtful layout for all new development in Shetland, and to make sure the developer adopts within their designs, the Scottish Government's six key qualities of a successful place. Good placemaking will be used as a material consideration when assessing planning applications.

The Council encourages all developers to utilise the services of a planning agent or architect.

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Section 2 - Policies and Supplementary Guidance

PLACEMAKING

SHETLAND Local Development Plan

2. Policies and Supplementary Guidance

The Shetland Local Development Plan (the Plan), together with any Supplementary Guidance (SG), sets out the policies and criteria against which any planning application submitted in Shetland will be considered.

This Supplementary Guidance sets out detailed policy advice to help you meet the requirements of the plan. It is therefore recommended that it is read in conjunction with the policies in the Plan and any other Supplementary Guidance relevant to the type of development proposed.

Planning and Advice – Scottish Planning Policy

The following national policies are relevant to this SG Topic:

- National Planning Framework 3
- Scottish Planning Policy
- Planning etc. (Scotland) Act 2006
- Town and Country Planning (Scotland) Act 1997

This Supplementary Guidance also accompanies the following Shetland Local Development Plan General Policies **GP1**, **GP2** and **GP3** listed below. Also accompanying this Supplementary Guidance are policies **NH1**, **NH4, H2, H3, H4, H5, H6, ED1, ED2, TRANS1, TRANS3, WD1, WD3, CST1, CF1 and CF2**.

General Policies:

Policy GP1 Sustainable Development

Development will be planned to meet the economic and social needs of Shetland in a manner that does not compromise the ability of future generations to meet their own needs and to enjoy the area's high quality environment. Tackling climate change and associated risks is a major consideration for all development proposals.

New residential, employment, cultural, educational and community developments should be in or adjacent to existing settlements that have basic services and infrastructure in order to enhance their viability and vitality and facilitate ease of access for all.

This will be achieved through Allocations, Sites with Development Potential and Areas of Best Fit.

economy, society and the environment. The built environment can offer one of the most significant opportunities to achieving low carbon developments, and can therefore help tackle climate change. Good placemaking can help deliver healthy, happier and more sustainable places to live in for current and future generations.

GP2 General Requirements for All Development

Applications for new buildings or for the conversion of existing buildings should meet all of the following General Requirements:
a. Developments should not adversely affect the integrity or viability of sites designated for their landscape and natural heritage value.
b. Development should not occur any lower than 5 metres Above Ordnance Datum (Newlyn) unless the development meets the requirements of Policy WD1;

GP2 – Continued

c. Development should be located, constructed and designed so as to minimise the use of energy and to adapt to impacts arising from climate change, such as the increased probability of flooding; water stress, such as water supply; health or community impacts as a result of extreme climatic events; and a change in richness of biodiversity.

d. Suitable water, waste water and surface water drainage must be provided;

e. All new buildings shall avoid a specified and rising proportion of the projected greenhouse gas emissions from their use, through the installation and operation of low and zero-carbon generating technologies (LZCGT). The proportion of such emissions shall be specified in the council's Supplementary Guidance – Design. That guidance will also set out the approach to existing buildings which are being altered or extended, including historic buildings and the approach to applications where developers are able to demonstrate that there are significant technical constraints to using on-site low and zero carbon generating technologies;

f. Suitable access, car parking and turning should be provided;

g. Development should not adversely affect areas, buildings or structures of archaeological, architectural or historic interest;

h. Development should not sterilise mineral reserves;

i. Development should not sterilise allocated sites as identified within the Shetland Local Development Plan;

j. Development should not have a significant adverse effect on existing uses;

k. Development should not compromise acceptable health and safety standards or levels;

l. Development should be consistent with National Planning Policy, other Local Development Plan policies and Supplementary Guidance.

Policy GP2 General Requirements for All Development, sets out a wide ranging set of requirements that all new development should meet. These general requirements are applicable to all areas of placemaking, and should guide the siting and design of your development.

The general requirements listed within Policy GP2, ensures that the existing built and natural environment is not negatively affected by new development.

GP3 – All Development: Layout and Design

All new development should be sited and designed to respect the character and local distinctiveness of the site and its surroundings.
The proposed development should make a positive contribution to:
• maintaining identity and character
• ensuring a safe and pleasant space
• ensuring ease of movement and access for all
• a sense of welcome
• long term adaptability, and
• good use of resources
The Planning Authority may request a Masterplan and/ or Design and Access Statement in support of development proposals.
A Masterplan should be submitted with applications where Major Development is proposed; Major Development is defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009, Reg 2 (1). Further details for these requirements are set out in Supplementary Guidance.

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Policy GP3 All Development: Layout and Design, reflects the message contained within good placemaking, that all new development should be mindful of its surroundings and the character and distinctiveness of the area.

The principles of Policy GP3 lie at the heart of good placemaking, where we must ensure that all new development contributes positively to a community and not detract from it. New development should raise the quality of an area, whether aesthetically or via facilities or services – good placemaking can contribute positively to the health and wellbeing of the people living within its communities.

Accompanying Policies:

Also accompanying this Supplementary Guidance on Placemaking are policies that seek to protect the existing built and natural environment; achieving good siting and design should not be at all cost.

Good placemaking through sensitive siting and design will ensure that we build high quality communities without damaging our historic built environment or the qualities that make our natural environment unique.

Policies NH1 International and National Designations, NH4 Local Designations and HE5 Gardens and Designated Landscapes seeks to protect areas safeguarded for their natural beauty or for the species living within that locations, where Policies HE1 Historic Environment, HE2 Listed Buildings, HE3 Conservation Areas and HE4 Archaeology, seek to protect our historic built environment.

Housing development plays a major part in making our communities successful; through good design, we can build sustainable, healthy and vibrant communities. Building sustainable communities is at the heart of placemaking - communities that can stand the test of time, that people want to live, work and spend their social time within.

Supporting that aim are Policies that seek to encourage appropriately located high quality design; Policy H2 Areas of Best Fit, identifies 8 areas throughout Shetland that promotes sustainable locations for residential or residentially compatible development.

Policy H3 All Housing Development seeks to encourage development within appropriate

locations within existing settlements and that complies with existing settlement patterns.

Good Placemaking encourages mixed tenure and supports policies that respond to community needs - Policy H4 Affordable Housing ensures the provision of affordable and social rented housing.

Good Placemaking is ensuring that new development complements the place and adds value to it. Policies H5 Siting and Design and H6 Amenity Space in Housing Developments, ensures that new developments fit well into the existing landscape and settlement pattern, and that appropriate areas of private space are provided.

Placemaking promotes the building of healthy communities by ensuring that business, industry and services are sited within existing settlements, to help raise the value of an area and help maintain and develop strong, healthy, vibrant and sustainable communities.

Policy ED1 Support for Business and Industry is applicable for all new business developments and supports the building of healthy, sustainable communities as does

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Policy ED2 Commercial and Business Developments.

Good Placemaking encourages developers to look beyond the immediate area when assessing the suitability of a site; we must look at how the site connects with existing settlements and if that connection can be made using different modes of transport.

Policy TRANS1 Integrated Transport supports the need for good transport links and good connectivity. Essential for safe and pleasant places, is appropriate levels and location of car parking with safe access into the site - Policy TRAN3 Access and Parking Standards supports this aim.

Good placemaking should take environmental factors into account, and should provide adequate defence against coastal flooding or development that may be at risk of flooding, which is reflected in Policies WD1 Flooding Avoidance. Good surface water treatment is essential and in larger schemes, can become a multi-use area or an area of biodiversity.

Finally The Plan ensures that we develop successful, healthy, sustainable and vibrant communities as per Policies CF1

Community Facilities and CF 2 Open Spaces.

This Supplementary Guidance is to promote the Scottish Government's principles of context, identity and character and to raise the quality of design and layout for new development in Shetland. It also incorporates the key qualities of a successful place and the principles of good placemaking, and will help guide the layout and design of all new developments.

Supplementary Guidance:

This SG is one of several supplementary guidance documents the Council has prepared to support the Local Development Plan. This SG should be read in conjunction with the following SGs and Guidance:

- The Shetland House – Adopted in 2008: sets out good siting and design practice within the Shetland context.
- Local Nature Conservation Sites – Adopted 2014: sets out the policies and criteria in which development affecting sites designated for their local nature conservation, will be assessed.

- Historic Environment – Draft Supplementary Guidance 2012: sets out the policies and criteria in which development affecting listed buildings or archaeological sites will be assessed.
- Business and Industry – Draft Supplementary Guidance 2012: sets out the policies and criteria in which development for new business and industry within Shetland will be assessed.
- Natural Heritage – Draft Supplementary Guidance 2012: expands on the policies which guide developments affecting protected species, international and national designations and Shetland's geodiversity.
- Water and Drainage – Draft Supplementary Guidance 2012: expands on the policies and sets out guidance on water and drainage related developments.

All adopted and draft Supplementary Guidance can be found using this link: http://www.shetland.gov.uk/planning/LocalDevelopmentPlan.asp

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The purpose of this Supplementary Guidance is to:

- Set out the Council's approach to placemaking in the planning of new developments in the Shetland Islands.
- Identify the main challenges that require to be addressed in order to achieve high quality layout and design in new developments.
- Set out the design process and describe the range of design tools that can be used to achieve high quality outcomes, and how and where these should be used.
- Promote the importance of placemaking and sustainable development.

Placemaking sits alongside a suite of other Supplementary Guidance that builds upon the policies laid out within the Local Development Plan.

Shetland Local Development Plan forms the basis of planning decision making in Shetland and reflects national planning policies, statements and advice.

Scottish Planning Policy

Scottish Government Architecture and Place Publications including Policy Statements and Advice

Shetland Local Development Plan

Placemaking Supplementary Guidance

Other Supplementary Guidance

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Section 3 - Key Issues and the Six Key Qualities

PLACEMAKING

SHETLAND Local Development Plan

3. Key Issues & the Six Key Qualities

Key Issues:

Well designed places are vital economic, social and cultural resources. However, places that have been poorly designed can have a long-term detrimental impact, not only on the existing built and natural environment, but on the health and wellbeing of people living within that environment.

In 2008 the Scottish Government launched the Good Places, Better Health strategy on health and the environment, where the focus was on the need to shape places which are nurturing of positive health, wellbeing and resilience. The strategy tested a new approach to environment and health through the consideration of early years, and recognised that there is a need for greater connection on how our physical environment influences our health.

Therefore it is vital that the design of new developments consider the impact on the health of existing and future generations.

By ensuring good connections to existing services and facilities, to playing parks and public open spaces, access to core paths and walking and cycling routes for example, we can ensure we build on and create places that are enjoyable environments to live in. If planned and designed well, an enjoyable and valued environment can become a healthy environment that can raise the wellbeing of people living within it.

By designing high quality buildings and the spaces between them, we can add value to our community - good placemaking in Shetland can help create a desirable place within which we can live, work and socialise.

All new development in Shetland must be planned and designed to make a positive contribution to the quality of our built and natural environment, and to the quality of life of people living in our communities.

"Shetland's natural and human history has combined through the ages, to create a mesmerising multi-sensory experience of time and place" (Shetland.org)

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The Six Key Qualities:

The Scottish Government has identified six key qualities that make a place successful and were first introduced within the Scottish Government's Designing Places in 2001, and still form the key guiding principles within Creating Places (2013).

Creating Places is Scotland's newest architecture and place Policy Statement and its principles form the basis of Placemaking in Shetland.

Shetland has a diverse mixture of building types and styles within a wide range of settlement patterns. Whether new development sits within our built-up urban towns, or our higher density developed rural areas, or within the lesser developed open countryside, it is important that the message remains the same, that we seek to achieve high quality development that can deliver better places to live, work and spend our social time within.

The six key qualities overlap and interact with each other and should be central to your design process. Designers should ensure that their design process moves from addressing one key quality to the next.

The Government has identified the six qualities of successful places as:

- Distinctive;
- Safe and pleasant;
- Easy to move around;
- Welcoming;
- Adaptable; and
- Resource efficient.

These guiding principles are at the heart of good placemaking and underpin the guidance and advice set out in this SG.

- **Distinctive:** places that complement local landscapes, topography, ecology and natural features, skylines, spaces and scales, streets and building forms and materials to give a sense of identity;
- **Safe and Pleasant:** places that are attractive to use because it provides a sense of security. It is a place where the windows, doors and active frontages face onto the street, creating liveliness and where inhabited rooms overlook streets, paths, open spaces and play areas, enabling natural surveillance and encouraging activity, and where there is clear distinction between private and public space.
- **Easy to move around:** design and layout should consider place before movement, connecting the site beyond its boundary and should promote good accessibility by walking, cycling and public transport. It should see good connectivity between new sites and beyond to existing settlements;
- **Welcoming:** places that help people find their way around by providing landmarks or development that create or improve views, using pieces of public artwork or by the use of good lighting and signage;
- **Adaptable:** this is a place that can adapt to change, that considers changing demographics and degree of ability and mobility; it has a range of densities and tenures that can accommodate future needs;
- **Resource efficient:** a place that maximises energy efficiency through good siting and orientation to take advantage of the sun, and takes shelter from natural landforms and uses appropriately landscaped sites; it is a place that uses good water and waste management systems and protects habitats and wildlife

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Section 4 - Achieving the Six Key Qualities of Successful Places

PLACEMAKING

SHETLAND Local Development Plan

4. Achieving the Six Key Qualities of Successful Places

"Creating Places considers 'place' to comprise of the environment in which we live, the people that inhabit these spaces and the quality of life that comes from the interaction of people and their surroundings. Architecture, public space and landscape are central to this" (Scottish Government- Creating Places 2013)

6 qualities of successful places

- ☐ Distinctive
- ☐ Safe and pleasant
- ☐ Easy to move around
- ☐ Welcoming
- ☐ Adaptable
- ☐ Resource efficient

Distinctive

For a place to be distinctive, any new development should be designed to consider the context and local identity – new development must complement the local identify and not detract from it. The designer must study the wider area, and will take inspiration that must be fed into the design.

New development must be well integrated into the settlement pattern of the area and the movement between buildings should be well thought out. It must demonstrate an understanding of the wider context in terms of landscape, townscape, topography, development patterns and building vernacular.

Distinctiveness can also add to the quality of a community; good quality environments can raise the enjoyment and experience we have in a place and the wellbeing of people living within it

Streets, roads and pathways have many functions - they are also spaces that are enjoyed by pedestrians, children and cyclists and can be areas used for socialising and play. Roads and pathways are an important part in creating a sense of place.

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Image 1. Communal spaces should be overlooked to allow for passive surveillance (Source: Hjaltland Housing)

Getting the connections and links between new developments right, can raise the enjoyment of a place and with good building design, can help retain its identity and distinctiveness. Layouts that are designed principally around the movement and parking of the car are unlikely to be acceptable.

Places must consider the pedestrian first and the vehicle second when it comes to building layout and design, however good connections to services and facilities must be considered.

Within both an urban and rural landscape, housing is the largest single use. The design, quality and character of new housing can shape our towns and rural communities for many generations to come.

The Council recognises that many house builders often wish to use standard house types in new developments, however within those standard designs there is scope to adapt elevations and finishes to reflect local building styles and features.

We must ensure that new developments retain a sense of place. These are the qualities that give an area its distinctive character – character that has been shaped by social, cultural, economic and environmental factors. The combination of these factors will be unique to a place and how it is experienced by the visitor or resident.

Distinctive Checklist

- Has the design been informed by its surroundings and the wider context? ☐

- Does the development follow or complement the existing settlement pattern? ☐

- Has the building design been influenced by existing architecture? ☐

- Has the development been designed around people and not the car? ☐

- Has the building been shaped around the site and not the other way around? ☐

- Can the building be seen in the context of other development? ☐

"The quality and design of a place can significantly influence the ability of individuals and communities to live in healthy, sustainable ways" (Place Standard for Scotland)

12

Safe and Pleasant

A rigid application of standards can often limit a design-led approach to new development. The Council will also take into account movement and place, sustainability, connectivity and opportunity.

We all aspire to live in a safe and pleasant place; however the definition of pleasant can be very subjective. We can all agree that poorly sited and designed buildings and spaces, can detract from the pleasure we experience when visiting or living within a community.

Image 2. Open shared surfaces

Attaining the principles of safe and pleasant can be successfully addressed within the most basic of higher or lower density design.

Within the rural landscape for example, pleasant can easily be achieved by thoughtful and careful design, by ensuring new developments complement the existing built landscape and that they add value to it either as a shared resource or a building we all pass by.

New development regardless of location should connect well with existing services, facilities and public open spaces. Good connections can make a place more pleasant to live and spend time within, and can in turn benefit the physical and mental health and wellbeing of people living within that community.

The movement needs of pedestrians and cyclists must take priority over cars, and this should be reflected in street and road layout and design. This does not mean that vehicles are victimised in the design process – what it does mean is that all users should expect to use shared spaces and roads safely.

For example, limiting junctions onto the public road and reducing vehicle speed through design, are ways we can achieve safe places. Pedestrians, children and cyclist should feel safe on our streets and country roads.

"We know that the physical environment that surrounds us is key to our health and wellbeing. Historically we have focused (very successfully) on creating environments free from significant hazards. Whilst this continues to be important we now recognise an additional need to create positive physical environments which nurture better health and wellbeing. The relationship between environment and health is complicated and creating safe and positive environments for health requires us to think, plan and deliver in new and more effective ways" (Scottish Government Good Places Better Health 2008)

13

"When streets are designed for walkers and not cars, people are 25% more likely to walk to work" (World Health Organisation)
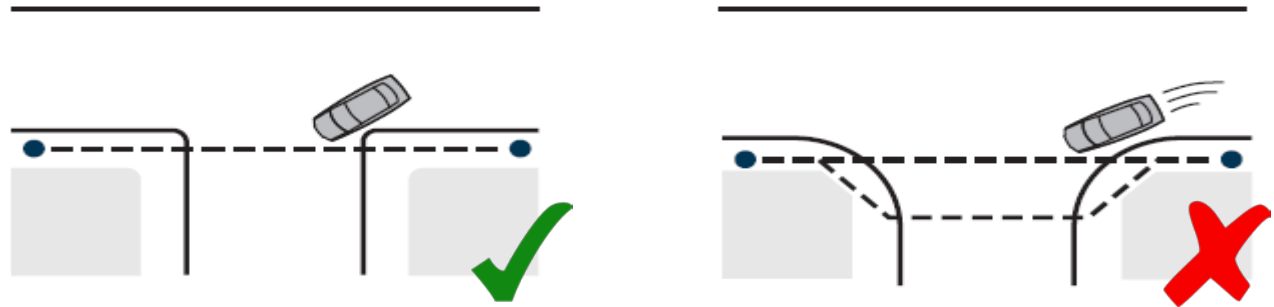
Walking and cycling is the most sustainable form of transport. Streets and roads should be designed, not only to allow for walking and cycling, but to actively encourage it. All streets or country roads should offer a pleasant and safe experience.

Within the urban and rural environment, good junction design can favour pedestrians and can slow turning traffic.

These images are taken from Designing Streets; at the top left, a squared off junction mouth offers a shorter crossing distance and maintains pedestrian desire line. It also slows turning traffic by reducing unnecessarily large radii.

The images below show the same junction design and how it can reduce the danger of fast turning vehicles cutting across cyclists.
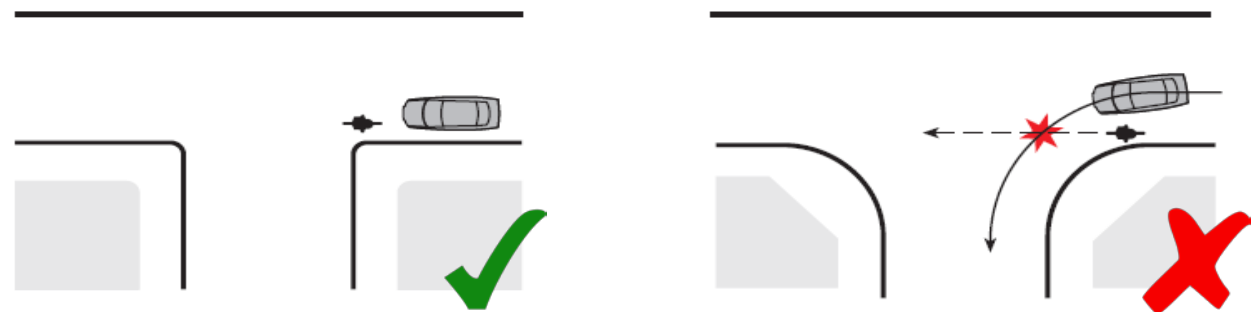
14

Image 3 taken from Designing Streets (2010) shows a street layout driven by standards and formulaic solutions – the use of large radius bends, overly-dominant lighting columns, large building setbacks, inefficient land use and inappropriate traffic calming contribute nothing to a positive sense of place.

Image 3. Formulaic standard driven design can contribute nothing to a positive sense of place (Source: Designing Streets)

Image 4 of Grodians, Lerwick, shows an example of how safe and pleasant can be deliberately designed through shared surfaces and single surface materials, with design features (in this case planters) that naturally slow traffic. The design layout also allows good natural surveillance and security.

Image 4. Pedestrian friendly shared surfaces, with design features and layout that naturally slows traffic
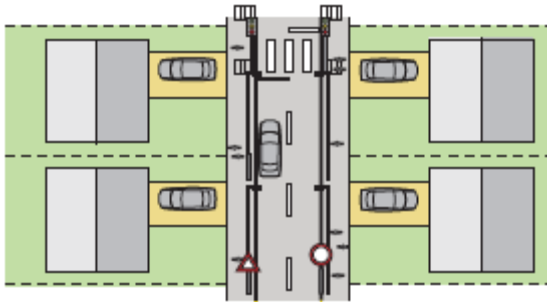
15

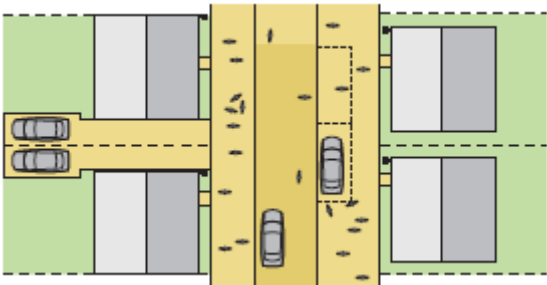Image 5. (Source: Designing Streets)

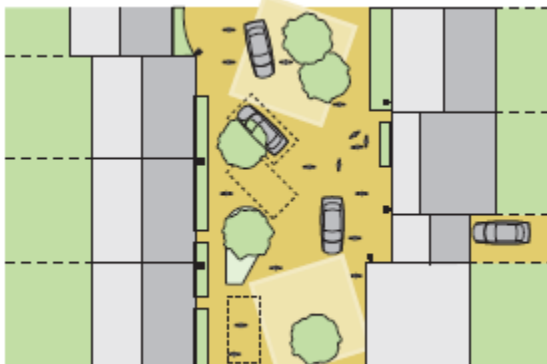Image 6. (Source: Designing Streets)

Image 7. (Source: Designing Streets)

Within the context of higher density residential layouts, reduced forward visibility helps control vehicle speeds. This can be done by building position and road layout or by adding subtle features, such as planters and removing the need for unnecessary road markings and signage.

Image 5 shows a more formulaic layout with excessive road markings and signs, conventional kerbs, intrusive lighting columns and vehicle and parking dominant.

Where image 6 introduces more dominant pedestrian areas, with low kerbs, common material for paths and roads and a reduction in vehicle parking.

The last image number 7 is a complete contrast from image 5; we see reduced roadway width, more informal street compositioning, sensitive soft landscaping and level surfaces.

The last layout favours the pedestrian – we need to slow drivers down by removing long stretches of tarmac or straight through roads, and start introducing natural speed calming features (see page 21).

Rural context: Insert graphic or photo of shared access

Image 8. Shared accesses within a rural context, can reduce vehicle entry points onto the public road

Rural context: Insert photo showing well designed dwellinghouse & frontage

Image 9. Well thought out and landscaped frontage and boundaries, are simple ways of raising the qualities of a place

16

The use of appropriate landscaping and boundary treatment can help define public and private spaces and can contribute to a sense of ownership and responsibility.

We need to strike a balance between safety and quality of environment, where we create places that allow the safe movement of all users of that space.

Communal spaces, including open spaces, play areas and landscaping should have an open aspect and be overlooked by buildings to create passive surveillance.

Image 10. Developers should provide opens spaces that are of good amenity and recreation value, rather than a collection of small spaces of limited use

Images 11, 12 and 13. Welcoming, pleasant and distinctive materials

Safe and Pleasant Checklist

- Has a balance been struck between quality of environment and safety? ☐

- Have the movement needs of pedestrians and cyclists taken precedence over the movement needs of vehicles? ☐

- Do junctions favour pedestrian movement? ☐

- Have opportunities to provide shared surfaces been taken in residential and mixed use environments? ☐

- Have active travel routes and communal spaces designed to be safe and open, overlooked by buildings and with suitable landscaping and planting? ☐

- Will the development have active frontages to streets or roads? ☐

- Will the proposed use encourage activity at all times of day? ☐

- Have public and private spaces been clearly defined? ☐

17

Easy to Move Around

Layout and movement needs to be considered together, as the layout of any type of development has a huge impact on the character of adjacent streets, roads, connecting links or public spaces.

Sustainable development is an important part of good placemaking, and the Council will seek to encourage sustainable design in all areas of a new development.

Sustainability is the measure of likely impacts a development will have on the social, economic and environmental conditions of future generations.

Encouraging active methods of travel such as walking and cycling and encouraging public transport use, is one way we can help reduce any negative environmental impact.

This is applicable to both urban and rural life; all new developments – where possible - should integrate well with public transport networks and cycling and walking networks, and should connect well with existing settlements with a minimum of cul-de-sacs and dead-ends. New development should allow easy

movement from place to place, and should connect to existing public open spaces, public buildings or recreational spaces.

Image 14. Good connections to public transport networks or to existing facilities.

The layout of your development regardless of whether it is in the countryside or in a town can have an effect on how users interact with the building and the wider area, and can have an effect on the health and wellbeing of that user. Good connection to existing facilities such as shops, parks or countryside core paths for example, can

raise the enjoyment of a building and surrounding area, and can help the future sustainability of a community.

Designing your building without properly assessing the wider context or the immediate environment can have an impact on the success of your building. Good site and design appraisal will help release the potential out of a site and reduce its environmental impact.

Insert photo of rural house next to school/shops etc – use Walls possibly.

Image 15. Good connections to services, shops and schools

18

Any new development should be designed with inclusivity in mind, where all users of a building, dwellinghouse or public space regardless of their physical ability, should be able move around easily without meeting physical barriers.

The Council will expect all new development to incorporate access for all into their design.
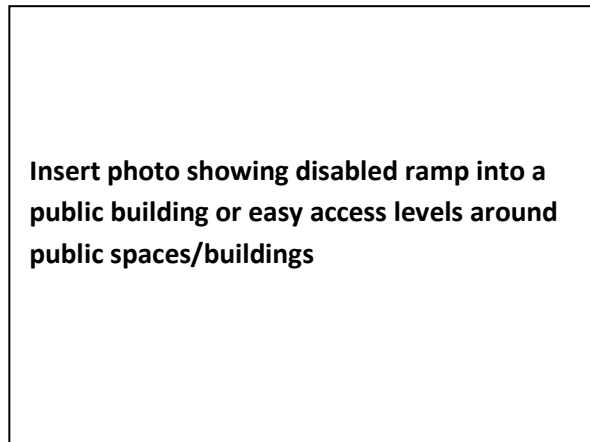
Insert photo showing disabled ramp into a public building or easy access levels around public spaces/buildings

Image 16. Disabled ramps allow for all users of a building

Good access and space that allows movement free of unnecessary barriers and street clutter, raises the enjoyment of a place or shared resource and adds value to a community.

Insert photo of barriers

Image 17. Design feature or unnecessary obstacle?)

Cul de Sacs should be avoided where possible, and layouts should accommodate emergency and waste collection vehicles without compromising a sense of place. Design and layout should eliminate or at a minimum reduce the need for emergency or waste collection vehicles to reverse.

Incorporating easy to move around principles within the existing historic environment, without damaging or having a negative effect on their setting or character, can at times be very challenging. In such cases early engagement is encouraged between the designer/developer, the planning services and Historic Environment Scotland.

Easy to Move Around Checklist

- Has the layout adequately considered existing and future movement patterns? ☐

- Has a site been chosen that has good connections to public transport? ☐

- Is the site well connected to walking and cycling networks? ☐

- Is traffic speed dictated by street design and layout, rather being dependant on physical traffic calming? ☐

- Has safe emergency and waste collection vehicle access been adequately considered in the design process? ☐

- Has inclusive design principles been incorporated into the design, ensuring access for all? ☐

- Is movement around the building easy and free from unnecessary barriers? ☐

- Has the layout of parking and turning been designed as not to restrict pedestrian and cyclist movement? ☐

19

Welcoming

Making a place welcoming through good design can bring added value to a community; whether it is a shared public space, civic building, a piece of artwork or residential development, its design and layout can affect how we live and ultimately how we enjoy a place.

A sense of welcoming can be achieved by paying attention to the surrounding landform and the natural and built environment of the area.

Sensitive landscaping and well thought out access routes that connect places, can add to the sense of welcome, as can communal or shared spaces.

Encouraging new landmarks and developments that create or improve views and help people find their way around more easily, are also to be encouraged.

In higher density developments, informal building layout should be favoured that allow opening up of views, rather than standard oppressive rows of uniformly sited buildings.

Better use of signage should be used to help the visitor find their way around; we can also use more sensitively located lighting to help create a place where people feel safe, or use lighting to highlight landmark buildings.

In both urban and rural areas, landmark features can be created in new developments using works of art or features.

If we feel welcome we tend to feel safer, so it is important that we look at design in the wider context, and in the context of how that building will affect the people using the space around it.

Image 20. Public art

Image 18. Welcoming layout

Image 21. Landmark features

Image 19. Good connections

20

Add L/J sketch showing country road with houses either side, a sign at the side of the road saying 'welcome', and piece of public art work at the side of road.

Developments that favour vehicles tend to favour large areas of tarmac or long stretches of wide road. They neither look welcoming nor help create a place that is safe. It encourages cars to travel faster and creates an unwelcoming environment for the pedestrian.

The Council will expect building layout, street design and landscaping to contribute to the natural control of traffic speed within higher density developments, minimising the need for engineered solutions or signage, and result in a more welcoming feel to new developments.

New developments must raise the aesthetic value of an area and not detract from it. Getting the location and design right, whether it is a home, public building or public open space, is critical to the overall usability and enjoyment of a place. It is essential for the success of a place to live in, work or spend time in.

Image 22. A simple feature that can make you feel welcome and can also slow vehicles down

Welcoming Checklist

- Has the proposed development been designed on a human scale and not vehicle scale? ☐

- Will buildings and layout make it easy for people to find their way around? ☐

- Will new landmarks be created, helping people find their way around? ☐

- Has the building been designed around the site? ☐

- Does the building respect the local landscape character? ☐

- Does the building comply with the existing settlement pattern? ☐

- Is public space well designed? ☐

- Will existing travel routes and spaces be protected? ☐

- Has the combination of building location, surfacing, hard and soft landscaping, been used to create a welcoming environment? ☐

21

Adaptable

Well designed places should be capable of performing more than one function; a road can be an area to play on, or a SUDs area can be an area of amenity.

The importance of landscaping, planting and provision of open space in creating successful new developments should not be overlooked, otherwise it can often appear as an afterthought once buildings, roads, paths and utilities have been designed.

The layout and design of open spaces within new developments should also be informed by the Scottish Government's Green Infrastructure Design and Placemanking and the Council's Open Space Supplementary Guidance.

When building homes, we should ensure that adaptability is part of the design process. Homes should be capable of meeting the changing needs of their occupants. This may mean accommodating the needs of a growing family by having somewhere suitable to store a pushchair, providing space for study or home working, or making adjustments to cope with infirmity or disability.

Insert photo of disabled ramp into a new dwellinghouse.

Image 23. Accessible for all

Choices made early on in the design process and in the method of construction, have important implications on the adaptability of a building. Future-proofing homes by making them adaptable is inherently sustainable and beneficial for individual householders and communities.

Adaptations usually take the form of either enlargement or internal alteration to suit a particular need. Large floor spaces are generally the most adaptable allowing alternative internal arrangements overtime.

To allow for future adaption, the potential for a dwelling to be extended should also be a consideration at the design stage, whether this is a side extension or a loft conversion or the addition of attic trusses for future conversion - future suitability should be considered.

Image 24. A home should be designed with future needs in mind

Images 25 & 26. Don't move out – move up!

22

The Council expects SUDs to be designed as a positive element of a development; it should aid biodiversity and not damage it and should be sited unobtrusively in the landscape and should not damage its setting, and where possible, should provide open shared space. Further information on SUDs can be found in the Water and Drainage Supplementary Guidance.

Developers should consider adaptability to future climate change, in terms of the layout and design of buildings and the spaces around them – new development below the 5 metre contour height should include a Flood Risk Assessment.
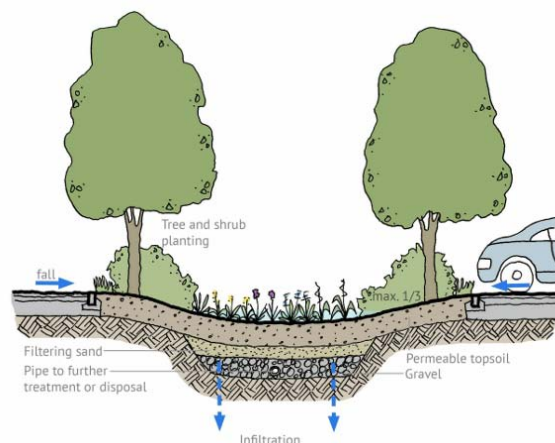
Image 27. Sustainable Urban Drainage systems can encourage biodiversity or can be used as a shared surfaces. Image: www.susdrain.org

Adaptability Checklist

- Will there be opportunities to make buildings and areas adaptable to a variety of future uses?

- Will internal and external layouts allow for adaption, conversion or extension?

- Will there be a tenure mix that reflects the needs and aspirations of the local community?

- Are communal spaces capable of serving more than one function?

- Does landscaping and planting enhance amenity and provide for biodiversity?

Image 28. For larger residential developments, developers should incorporate opportunities for future adaption of properties and tenure mix that reflects the needs and aspirations of the local community. (Source: Hjaltland Housing)

23

Resource Efficient

Low carbon developments and energy consumption should be a fundamental consideration for developers and designers.

A Low Carbon Economic Strategy for Scotland highlights that the built environment offers one of the most significant low carbon opportunities. The Strategy highlights the opportunity to reduce the current energy and carbon emissions associated with new and existing buildings through energy efficient, low carbon design and specification. The Strategy also highlights the need to use innovative building technologies.

By incorporating low or zero carbon generating technologies, we can help lower the carbon footprint of a development in Shetland by reducing its energy consumption. This can also be done through good layout, positioning and orientation of the building, or by utilising appropriate or innovative material specification.
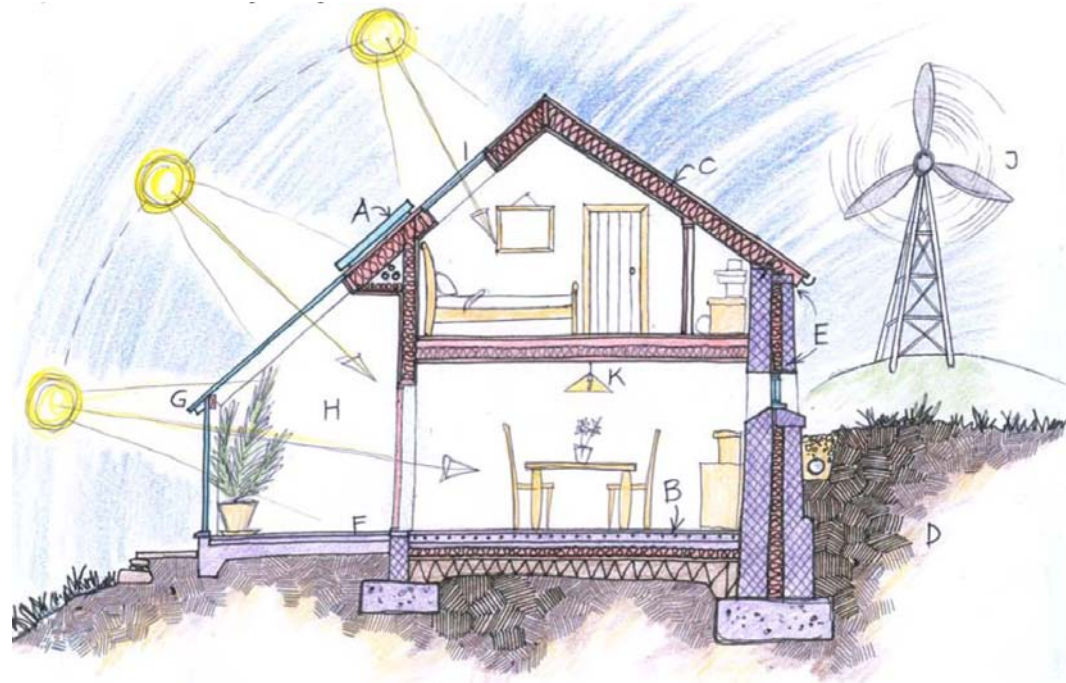
With good internal layout, a building can maximise the heat generated from the sun - this heat can be dispersed through the building either by natural or mechanical methods

Energy efficiency and low carbon development can start with good orientation. Principle elevations should be sited with the direction of the sun or sun path in mind; main living rooms and living areas should face south to maximise the benefits of passive solar gain (heat from the sun). More private rooms and areas of the house, such as bathrooms, stairs, utility areas, need not be on the south facing side.

(New buildings should use natural features and should not work against them - this will also help the development visually sit within the landscape better. By working with the landscape, buildings can prevent unnecessary exposure) elements)

For higher density developments or developments in urban settings, site constraints through existing street and building layouts, can present challenges when orientating new developments for passive solar gain. However, the importance of good natural daylight and direct sunlight into a building cannot be overstated, as this can help make a building a healthier place to live and work within and can reduce running costs over its lifetime.

Parallel rows of south facing streets or unimaginative building layout, will not satisfy other design principles, therefore careful consideration should be made of all the six key qualities during the design stages. New development must not have a negative effect on natural or direct sunlight or daylight into existing buildings or spaces.

Good design should ensure that maximum amount of light reaches existing public areas and where possible, protect streets or important network routes from prevailing winds.

Image 29. Good public open spaces can raise the health and wellbeing of people living within a community

Landscaping and planning in and around house plots and buildings, and within communal areas, should be designed to shelter the buildings from adverse weather conditions such as winter northerly winds.

A choice of appropriate species of planting can do much to enhance the biodiversity of an area. Significant natural features and other biodiversity should be protected and intrusion minimised, as appropriate.

"Places that are distinctive and designed with a real understanding of the natural world are likely to be enjoyed, cared for and valued" (Designing Places 2001)

Resource Efficient Checklist

- Has the development layout, building design, position and orientation been informed by energy efficiency? ☐

- Does house design, fenestration and layout of rooms consider passive solar gain and protection from prevailing winds? ☐

- Has existing landscape features been used to shelter or protect the building? ☐

- Have existing natural features, such as watercourses, been integrated positively into the layout and design, in a manner that enhances amenity and biodiversity? ☐

- Will the development make use of advances in construction or technology that will enhance its energy performance, biodiversity value, quality and attractiveness? ☐

- Have sustainable drainage systems been considered from the earliest stage? ☐

- Have opportunities to re-use existing buildings or structures been taken in order to enhance the character of the development? ☐

25

Section 5 - New Development

PLACEMAKING

SHETLAND Local Development Plan

5. New Development

Whilst most architecture and design Policy and Guidance defines settlements simply as urban or rural, Shetland's built landscape can lend itself to many more definitions.

Shetland has a wide variety of settlement patterns that over a short distance can quickly change in density and layout. Therefore defining Shetland's landscape pattern can be very difficult.

Shetland has its higher density towns which are easy to define as urban, however it also has its larger higher density rural settlements – or developed rural areas – which could also be classed as urban in terms of building density and layout.

However a large part of Shetland's built environment can be found within the open countryside. This can be classed as rural development in terms of the density and loosely scattered nature of the built environment within these areas.

For the purposes of this Supplementary Guidance, the general principles of good siting and design apply, whether it is development within our higher density urban and rural areas, or lower density open countryside. For all new development regardless of location, good individual site assessment will be required, and should form the bases of any planning application.

Development Relationship and Impact

All new developments should integrate well with their surroundings and their immediate environment, and should seek to enhance the character of the surrounding area through their layout and design.

This requires any new development to consider the relationship between its design, material choice, connection to other places and infrastructure and also impact on the natural environment.

For new buildings in higher or lower density areas, general design princples apply; however buildings in open countryside can often be seen over long distances, so location and context can be as important as the building's siting and design – get the location wrong and it will stand as a monument to poor placemaking, and will neither complement nor bring value to an existing settlement.

Therefore further consideration of location and immediate site must be made when siting new development within Shetland's open countryside.

26
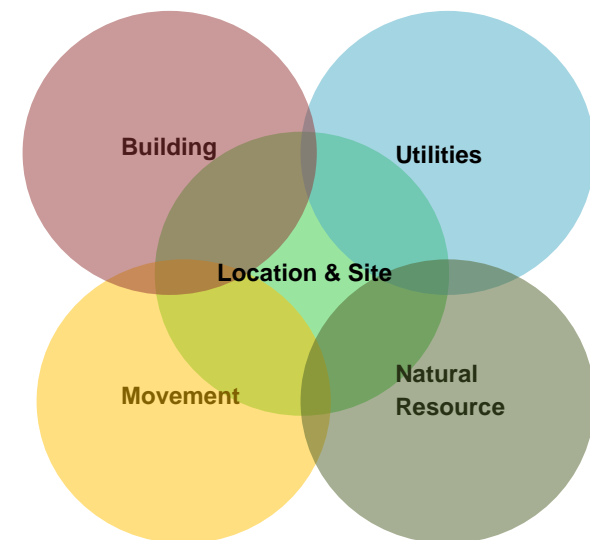
Location & Site

- All new buildings should be visually related to existing development.
- New development should be appropriately sited and in context.
- New development should complement adjacent buildings and spaces.
- New development should complement the existing settlement pattern.
- New developments for multiple buildings should follow existing density patterns or follow density pattern appropriate for its location.
- Some areas are so prominent that it is accepted that any development at these locations would be detrimental to the surrounding landscape.
- New development should follow and complement the existing landscape.
- Developments on the edge of settlements should be of a quality that will enhance that settlement.
- Sloping sites need careful consideration as to how your building sits within the landscape.
- Heavily engineered platforms or large underbuild should be avoided.
- Heavily engineered landscaping should be avoided.
- Boundary finishes should complement the site and surrounding area.

Building

- Buildings should be of a design, scale and massing that respects their surroundings.
- Building design and layout should consider the local architectural styles and settlement patterns.
- Buildings should be designed around the site and not the other way around.
- The density of new development should be determined in relation to the character of the place and density of development.
- The design of new development should be energy efficient through appropriate location, siting, orientation, design, materials and insulation.
- Buildings should front on to streets and be arranged to provide good natural surveillance of public open spaces.

Movement

- Any new developments should integrate with public transport and active travel networks, such as footpaths and cycle routes.
- New streets, paths, buildings, leisure areas or public open spaces, should have good connectivity and should link well with existing streets, paths, green spaces or areas with development potential.

- Use of green networks should be encouraged using cycling routes, pedestrian paths or green links or corridors.
- New places should be designed to reduce dependency on the car and promote the use of public transport and active travel networks

Natural Resource

- Developments should consider the visual impact on the existing settlement and landscape, and should enhance not detract from important views and skylines.
- New development will promote the use of Green Infrastructure and Green Networks.
- New developments should incorporate a good quality landscaping and planting scheme, utilising native species that can enhance biodiversity and amenity.
- New developments should protect and where possible enhance the biodiversity and amenity of watercourses and waterbodies on or adjacent to the site.

Utilities

- The Council will expect new developments to be efficient in terms of their use of land, buildings, services, energy and infrastructure, through good siting, design

27

Section 6 - The Design Process

PLACEMAKING

SHETLAND Local Development Plan

6. The Design Process

All new developments – large or small scale – can benefit from having been informed by a design process. This does not have to be a complicated exercise; the size of the development will normally dictate the amount of information that should be included within a planning application.

The following sections sets out examples of how the design process can be undertaken, using the basic three staged approach and the more detailed five key stages of the design process. Some developments will be required to go through an additional Quality Audit.

The Council would encourage all developers to undertake this type of design process in relation to their project. This should include a summary of the design and thought process and should accompany your planning application.

These additional design details can greatly enhance your proposal and can be a huge benefit in providing a clear understanding of how you arrived at your chosen design.

> Use good example of a good location plan
>
> Reaffirm the wider context appraisal in graphic footnote

Image 30. Designers should look beyond the site

Three staged approach

Your site appraisal should start by firstly looking at the wider context, where you should consider the nature of the development and how it fits into the wider area. Consider the landscape capacity or cumulative issues and how the development will relate and respond to its surroundings in the wider landscape, including visual contexts.

You should then look at the immediate environment and consider how the development integrates into the local area visually and functionally. Consider circulation, networks, approaches, roofline and skylines and the overall composition.

Finally, look at the site itself; does the development comply with the principles set out in the first two stages? Does the site utilise appropriate materials, landscaping (soft and hard), drainage, biodiversity etc?

Wider landscape assessment picture (L&J)

Immediate site assessment picture (L&J)

Within the site assessment picture (L&J)

1. Wider Context

Look past the site, beyond its immediate boundaries.   Is the development an appropriate scale for its location? Does the location of the site comply with the settlement pattern and respond positively to the landscape? Does the development relate to its surroundings in the wider landscape and visual context? Does the development respect backdrops, skylines and physical landform?

2. Immediate Site

Look at the immediate site and what features lies outside its immediate boundaries. How will the development integrate with its surroundings – is it well connected? Is it the right scale in terms of physical size? Does the location complement other buildings or landscape qualities? Is it the right orientation and does it comply with existing building orientation?

3. Within the Site

Look at the site itself; does the site and building design bring the first two stages together successfully? How will the site look when it's developed and how will it respond to a building being sited within it? Are the materials appropriate and have appropriate landscaping been used? Has appropriate drainage methods and protection of the natural environment been considered?

29

The 5 Stages of the Design Process

Stage 1: Site and Area Appraisal

- Examine the site in its wider and immediate context i.e. landscape character, views, settlement pattern etc.
- Carry out a site appraisal – this should include a desk survey and any on-site observations.
- Your observations should highlight why the site is suitable and how you came to this conclusion.
- Assess the site for connections, links and services etc.
- Does the site location bring value to the immediate and wider community?

Stage 2: Identifying Design Principles

- Establish a framework of ideas from which the design will be developed.
- Create a vision for the development and set your design principles.
- Refine your design based on your appraisal
- Creating Places and Designing Streets should be your reference and inspiration, along with other Planning and Place publications.
- Make clear aspirations about how the proposed development can contribute positively to the local character and create a sustainable place.

Stage 3: Analysis

- Understand the site topography and landforms .
- Understand the evolution of the settlement and how development pattern applies to your site.
- Be aware of the site's status within the Local Development Plan and any previous planning decisions affecting it.
- An awareness of possible future developments around the site is vital, as this may influence links, layout, infrastructure or planting.
- Your analysis must include the influence of the elements such as sun paths and prevailing winds – this can affect your building's orientation or position on the site.
- Establish key views into and from the site and ensure that they are considered in the design.
- Check the potential for flooding, establishing a Floor Risk Assessment if required.
- Establish availability of utilities and any constraints.
- Make yourself aware of any designated sites such as NSA or SSSI or the presence of protected species.

- Establish if the site has any archaeological significance.
- Establish any built heritage designations such as listed buildings on or near the site.

Stage 4: Developing the Design Concept

- Establish a design concept based on the design principles and analysis.
- Your concept should show that you understand, embrace and interpret the site in its context.
- Consider undertaking pre-application consultations with planning officers.

Stage 5: The Design Solution

- Produce information (plans, visualisations etc) to communicate your design process, key decisions and final product.

Understanding how your building and its site interacts with the immediate and wider environment is at the heart of placemaking. It will help you achieve the highest quality of layout and design from your site.

30

Quality Audits.

Introduced within Designing Streets in 2010, Quality Audits (QA) aims to allow more innovative design solutions, where designers can set aside safety-cautious road layout in favour of designs that are more in-line with the principles set out within Designing Streets and Creating Places.

A Quality Audit is a collaborative process between the developer, Roads Service and the Planning Service, where road and access design can be checked from the earliest concept, to the final design submission. A Quality Audit should be an iterative part of the road design process and can support the aligning of consents (planning permission and Roads Construction Consent)

The Council's Planning and Roads Service will adopt the Quality Audit process as a tool to aid better road design. In terms of your planning application, the QA will be applicable for certain types and sizes of developments. Developers should contact the Planning Service for further information or go www.creatingplacesscotland.org

Insert Process Diagram that will show where the Quality Audit process starts in relation to the planning application and Roads Construction Consent process.

Note: The exact format of the QA process and how it will be conducted between the developer, Planning and Road Services, will form part of the consultation process. This SG, the NRDG's Local Variation and the QA will be sent to local architects (Shetland Architectural Society) and Hjaltland Housing Association who will feed their comments back into the documents.

31

Add two side-by-side graphics of a single house in the countryside – one on left showing single house not related to settlement/group and one on right well related to the settlement or group.

Add two side-by-side graphics showing a larger scheme and how it should related to settlement pattern of small rural community.

Add two side-by-side graphics of siting at the edge of a town or village example of good siting and bad.

34

Wider Context	Immediate Environment	Within Site
Look at key views to the site and how these can be addressed within the design. Is it the right scale and does it respond positively to the landscape?	Work with existing site features and not against them. Consider sun-path, prevailing wind direction and natural shelter.	Look at the site itself; is the building laid out to be energy efficient? Are public spaces well defined and overlooked?
Your design should be influenced by surrounding architecture, by adjacent building densities and settlement pattern.	Look at what lies outside the site's immediate boundaries. How will the development integrate with its surroundings?	Has appropriate design materials been chosen and proportions that reflect the best qualities of surrounding architecture?
Does the development respect backdrops and the physical landform?	Is the site well connected to existing services or facilities?	Has appropriate protection of the natural environment been taken into consideration?

Good Placemaking

Diagram 1. A simplified design process diagram that shows the importance of assessing your site, by firstly looking at the bigger picture and the wider implications on the landscape, then drilling down to more detailed design considerations such as how the site connects to existing services and how it will be sited within its site

Public Consultation & Major Developments

Depending on the size and scale of your development, there may be need for public involvement during the design process. This could occur at any stage of the design process, however early consultation with the environmental agencies, community councils, local residents or businesses, would help inform your design and layout.

Planning applications that fall into the Major category require a Pre Application Consultation (PAC) to be undertaken between the developers and the community. More details on this process can be found within Scottish Planning Policy Circular 5 2009: Hierarchy of Developments

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Section 7 - Green and Blue Infrastructure

PLACEMAKING

SHETLAND Local Development Plan

7. Green and Blue Infrastructure

Green Infrastructure can be parks, paths, core paths, open spaces and their connections. Blue Infrastructure can be Sustainable Urban Drainage systems, swales and other drainage or water course systems.

Not only is green infrastructure good for biodiversity reasons, it can reinforce the local landscape character; it can help make a place more beautiful, interesting and distinctive, and can help instil character and a strong identify.

Green infrastructure is also about connecting places (see Shetland's Core Path Network); good green infrastructure can raise the enjoyment of a place and in turn, raise the health and wellbeing of people using that place.

Everyone can play their part in delivering green infrastructure. From householders looking to retro-fit their home, to community groups setting up allotments or community gardens, through to house builders designing new sites and also infrastructure and service providers looking at ways to deal with flooding, green infrastructure can strike a chord with each" (Scottish Government Green Infrastructure, Design and Placemaking 2011)

Image 31. The flower park (above) along with the George V park in Lerwick, both provide valuable public open space

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The Building: Green Infrastructure design can start at the building, with green roofs or garden areas that increase vegetation and provide habitats for birds and insects, creating ecological corridors.

The Street: It can be in simple street design with the use of planters, trees or bushes as traffic calming measures that reduce forward visibility that also provides microclimates and valuable wildlife habitat.

The Neighbourhood Level: At the neighbourhood level, it is important to think about how the scheme will integrate with existing roads, paths and surrounding development. This means creating easy access, linking paths, accessible entrances in the right places.

Green Infrastructure can raise the value of an area as a place or space to enjoy or walk through, or it can act as a 'green lung' in higher density urban areas. However, Green Infrastructure is not just about green spaces like parks and open spaces, it also incorporates Blue Infrastructure such as sustainable urban drainage, swales, wetland, burns and their banks and other water courses.

Image 32. The core path at Clickimin provides an excellent green link and can be beneficial on many levels

Add photo of Sound School roundabout planting/SUDs scheme.

(Image 29. Blue Infrastructure at Sound: formerly a piece of derelict grassland, this development incorporates a SUD system with an excellent planting scheme and ornamental bridge; raising the beauty and value of the area for all visitors and residents to enjoy

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Section 8 - Design Toolkit

PLACEMAKING

SHETLAND Local Development Plan

8. Design Toolkit

The following sections give a very brief outline of the various tools that are available for designers and developers; it is in no way an exhaustive list, and it should be noted that there are many Planning Advice Notes and Guidance available on line – this includes on-line help. **Designers and developers should be familiar with these design aids and should be points of reference.**

The term 'design toolkit' describes a set of exercises that can be undertaken by a developer or designer, that will set out design guidance or set of design parameters a development will follow. It also allows the Planning Department an opportunity to understand the thought process behind a particular design, why that design was chosen, and what influenced that choice. It can also help deliver an agreed vision for a particular area or site.

Design toolkits can aid the submission of a better quality planning application, which in turn can help planners undertake and deliver

a more informed assessment of a particular development.

Development Briefs

A development brief provides an assessment of constraints and opportunities presented by a site and the type of development expected or encouraged, based on this assessment.

A brief will provide guidance on key elements that any development should incorporate, with reference to the LDP, where necessary, and will be a material consideration in decision making. A brief may include details on function, layout, plot sizes, building heights, building lines and materials.

A brief can often precede and inform a design statement or master plan; they may be prepared by the Council for certain sites, however, it will more often be expected that prospective developers will prepare briefs and agree these with the Council in advance of a planning application.

Masterplanning

A masterplan comprises three dimensional images and text describing how an area will

be developed. Its scope can range from strategic planning to small scale groups of buildings.

Most commonly, a masterplan describes and maps an overall development concept, including present and future land use, urban design and landscaping, built form, infrastructure, circulation and service provision. A masterplan is based on an understanding of place and it is intended to provide a structured approach to creating a clear and consistent framework for development. A masterplan is generally used where there is a greater degree of certainty regarding the development of a specific site.

Design Statements

It should be noted that a design statement need not be an elaborate and complex process; design statements can be a short document of one or two pages that sets out the principles on which a development is based, and explains the design solution.

A design statement can be prepared for large or small developments and explains the design principles that determine the

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design and layout of a development proposal.

A design statement enables the designer or applicant to explain why the selected design solution is the most suitable in the circumstances, and in terms of the building design, layout, materials and the overall spaces created. A design statement can be applied to a single building in the countryside or to multiple buildings with more densely populated areas.

Design Guides

A design guide may be produced for a particular subject, for example, shopfront design, signage or house extensions and will show how the development will be undertaken in-line with current Local Development Plan policies.

Design and Access Statements

A Design and Access Statement is a document containing both a design statement and a written statement about how issues relating to access to a proposed development for disabled people, have been dealt with.

The statement will explain the policy approach and how any specific issues, which might affect access to the development for disable people, have been addressed. It will also state what, if any, consultation has been undertaken and what account has been taken of the outcome of any consultation.

Supporting Statement

If it is deemed a proposed development does not require any of the aforementioned Statements, Masterplan or Briefs, it is good practice to provide a Supporting Statement to supplement your planning application. This additional information can help the Planning Service make a more informed assessment of your application.

Supporting Information

The submission of any document should in all cases, be accompanied by visual aids such as plans, drawings or photographs. The level of details required to be submitted will be depend on the scale and type of development. **Developers are encouraged to make early contact with the Planning Service to discuss their proposals.**

PLACEMAKING

SHETLAND Local Development Plan

9. The National Roads Development Guide

"Rural areas need design solutions and road standards which are appropriate to their character and setting. The application of urban standards and materials, such as tar macadam and concrete kerbs have resulted in development in the countryside looking too formal and over engineered. In addition, the adoption of suburban street lighting standards is not only inappropriate and increases light pollution, but often the lamp design can look out of place in the rural context. Every effort must be made to adopt an approach which complies with safety standards and yet responds sensitively to the rural scene and local circumstances" (Planning Advice Note 72).

Poorly thought out road design has resulted in over engineered road accesses and parking solutions, which have been visually and physically detrimental to the character and sensitivity of the immediate and surrounding area.

Vehicular use is a fact of modern day life and can be a life-line mode of transport within Shetland's rural communities - placemaking does not seek to victimise the car user. However, at the heart of good placemaking is the need to start prioritising the movement of cyclists and pedestrians, and to develop communities that have better access to public transport routes.

Through good urban and rural placemaking we can reduce our dependency on cars and can encourage the use of public transport, walking and cycling.

The Planning Service in partnership with the Council's Roads Service will work with developers and designers, to help reach innovative road design solution that can achieve safety without compromising a sense of place.

Reaching a successful design in-line with the principles of good placemaking can be achieved; the Council's Planning and Roads Service encourage early engagement in the design process. Early engagement will be a prerequisite for the Quality Audit process.
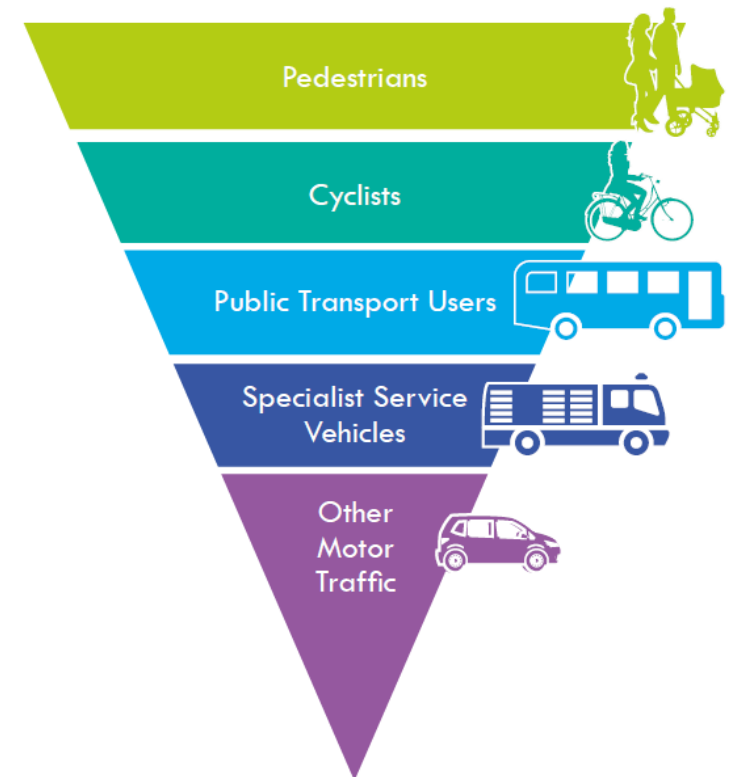
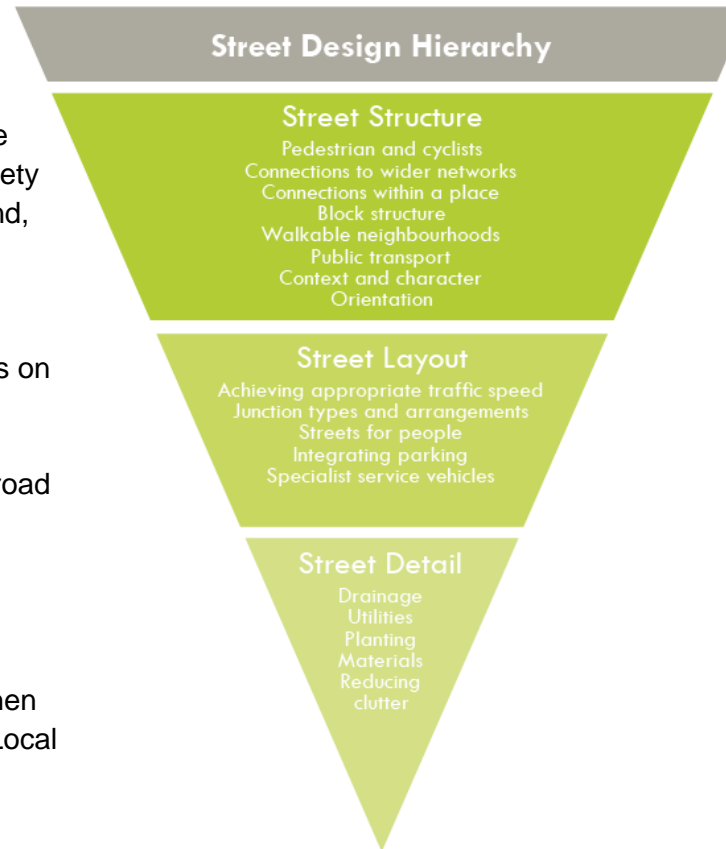Transport Hierarchy – graphic taken from the National Roads Development Guide 2014

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The National Roads Development Guide

The National Roads Development Guide (NRDG) has been produced by the Society for Chief Officers of Transport in Scotland, supported by Transport Scotland and Scottish Government Planning and Architecture Division. This document supports Designing Streets and expands on its principles; importantly it provides clarification on when the principles of Designing Streets should be applied to road design.

NRDG – Variations for Shetland Islands Council Area

The NRDG now forms Council policy when assessing road design, and includes a Local Variation - this Variation must be read alongside the NRDG.

The NRDG and Local Variation will allow for better road design more in-line with Designing Streets (2010) and the principles set out within Creating Places (2013). Importantly it will allow the designer more flexibility to move away from standard road design, and towards design that meets the principles set out within this SG.

Street Design Hierarchy

Street Structure
Pedestrian and cyclists
Connections to wider networks
Connections within a place
Block structure
Walkable neighbourhoods
Public transport
Context and character
Orientation

Street Layout
Achieving appropriate traffic speed
Junction types and arrangements
Streets for people
Integrating parking
Specialist service vehicles

Street Detail
Drainage
Utilities
Planting
Materials
Reducing clutter

Street Design Hierarchy – graphic taken from the National Roads Development Guide 2014

Quality Audits.

(insert explanatory text as advised by Roads Service).

"The NRDG is an aid for developers and designers and will help to encourage high-quality environments that place a focus on people and enable developments to be designed on an individual methodology, rather than following standard and rigid specifications where possible" (NRDG)

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Section 10 - On-line Resources

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SHETLAND Local Development Plan

10. On-line Resources

Creating Places 2013 is Scotland's newest architecture and place Policy Statement and its principles forms the basis of Placemaking in Shetland. It builds upon the principles first introduced within Designing Places 2001.

Creating Places continues to highlight the value of good design and what good design can deliver. Creating Places, Designing Streets and Designing Places should be your principal documents and should be read in conjunction with other relevant Design and Planning Advice Notes (PANs) available on-line – see section 10.

An important part of this statement is the architecture and place 'microsite' Creating Places – found using the following link: http://www.creatingplacesscotland.org

The site contains valuable resources from across Scotland and beyond; intended to stimulate discussion, share good practice and inspire excellence. The site has links to design competitions, guidance and policy and also introduces the new Place Standard Tool.

"The most successful countries place high value on their buildings and on the spaces between their buildings. They recognise that good buildings and public spaces enhance the quality of life for both citizens and visitors and provide attractive environments in which to do business".
(Architecture & Design Scotland)

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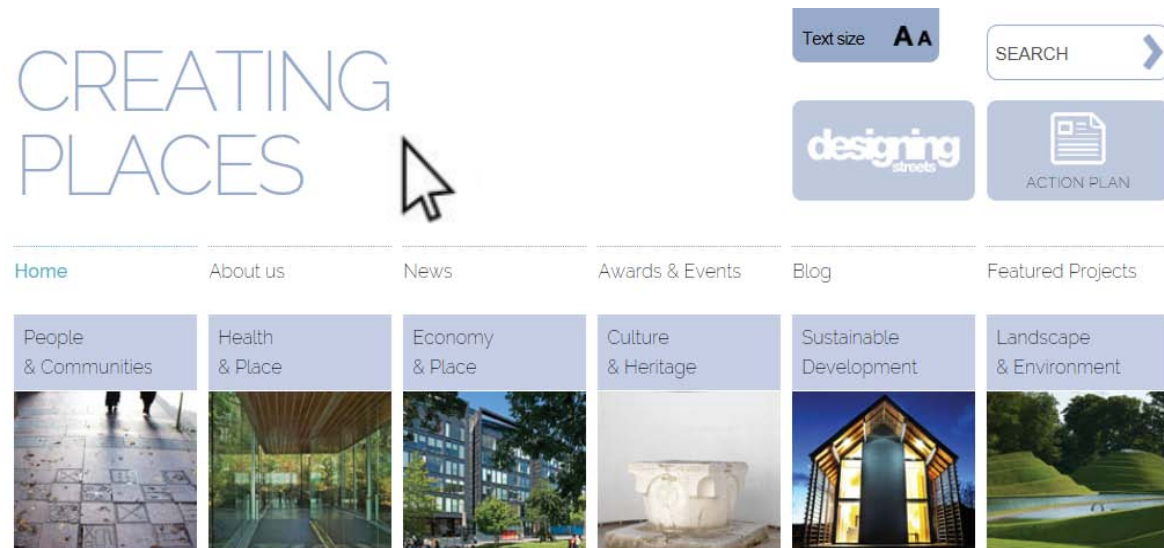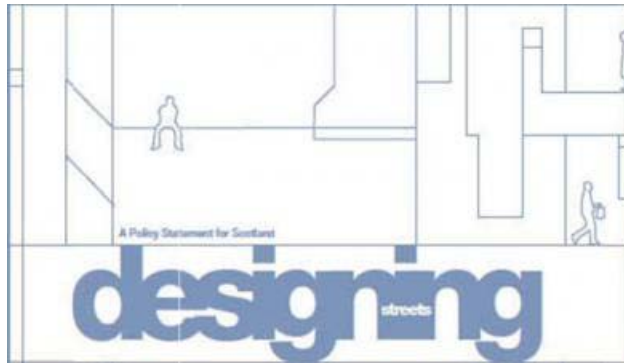
Designing Streets 2010 is Scotland's first policy statement for street design; it marks a significant change in terms of street design guidance and is now aimed towards the principles of placemaking – it should be your principle document when embarking on road and pedestrian access and should be read alongside the NRDG and Shetland's Local Variation.
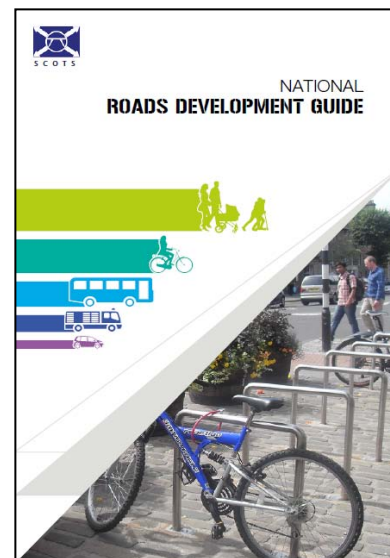
The Creating Places web site also introduces the new Designing Streets Toolbox found using this link: http://www.creatingplacesscotland.org/designing-streets

Created as the result of research commissioned by the Scottish Government into Designing Streets, it sets out to provide

action in three areas: Guidance, Process and Confidence.

Each tool found within the site has been created to do a specific task, and they have been deliberately designed to be easy to apply across a range of different practices. One intention is to help improve the efficiency and delivery, of the Road Construction Consent and Planning process

The National Roads Development Guide is one of the tools on offer – found using the SCOTS Guidance link at the Creating Places website – see page 41.

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GREEN INFRASTRUCTURE

DESIGN AND PLACEMAKING

Green Infrastructure Design and Placemaking 2011, is a document aimed at planners, landscape architects, developers, house builders and others involved in shaping the built and green environment and builds on Creating Places and Designing Streets and gives practical tips on incorporating green infrastructure in masterplans or can be useful guide for developments of any scale.

Inspirational Designs website forms part of the Scottish Government's agenda to promote good housing design and placemaking throughout Scotland. It is a 'live' resource that expands over time, as more projects receive awards. It is there to inspire and to show what is possible to achieve http://www.gov.scot/Topics/Built-Environment/AandP/InspirationalDesigns

Planning Advice Notes

The Scottish Government has provided a series of Planning Advice Notes or PAN's, that provide advice and guidance on the relevant areas of the development process.

PANs and other Policies and Guidance can be found using this link:

http://www.gov.scot/Topics/Built-Environment/planning/Roles/Scottish-Government/Guidance

Additional Website Information

All designers and developers should be familiar with the planning system and the guidance and advice that are contained within it

To aid better understanding and to keep developers and designers up-to-date with any changes, the Scottish Government has provided on-line access to all publications for a number of years.

The Scottish Government's website contains all current planning information and design tools and can be found at:
www.gov.scot/Topics/Built-Environment/planning

The website contains information on the three main parts of the planning system, with links to each section. The website also includes links to all guidance publications including Orders, Directions, Amendments, Planning Advice Notes, Circulars etc.

www.gov.scot/Topics/Built-Environment/planning/Roles/Scottish-Government/Guidance

eDevelopment.scot

eDevelopment.scot is the new single landing page where users can access the replacement ePlanning portal and the new eBuilding Standards portal. The site can be accessed using this link *(insert up to date web link)*

Shetland Local Development Plan

 'The Plan' as it is referred to, sets out a Vision and Spatial Strategy for the development of land in the Shetland Islands over the next 10 – 20 years. The Council's Planning Service will use the land use planning policies contained in the Plan, to determine all new planning applications submitted under the Planning (Scotland) Act.

The Shetland Local Development Plan can be found using this link:
www.shetland.gov.uk/planning/LocalDevelopmentPlan.asp

Try the Scottish Government's planning website where you will find all planning publications
http://www.gov.scot/Topics/Built-Environment/planning/Roles/Scottish-Government/Guidance

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Section 11 - References

PLACEMAKING

SHETLAND Local Development Plan

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Shetland Islands Council

Development Committee   **20 January 2016**

Digital Connectivity Outline Business Case	
Report No: DV-06-16-F	
Report Presented by: Director of Development Services	**Development Services Department**

1   Summary

1.1   The purpose of this report is to inform the Development Committee of progress in developing the Business Case for the Committee's further intervention in digital connectivity.

2   Decision Required

2.1   That the Development Committee NOTES the progress and work plan for the full Business Case which is to be presented to Council on 24 February 2016.

3   Detail

3.1   The Development Committee on 8 October 2015 [Min Ref: 38/15] and Policy and Resources Committee on 26 October 2015 [Min Ref: 64/15] resolved to note the Strategic Case for the Council's further intervention in digital connectivity and to agree the next steps towards building the full Business Case to define the Council's further intervention.

3.2   At a meeting of Shetland Islands Council on 16 December 2015, the Council agreed the Strategic Outline Case for the Digital Connectivity project [Min Ref 75/15] and the proposed Action Plan.

3.3   <u>Next Steps</u>

3.3.1   The current stage of work is to develop the Outline Business Case for the project which will focus on the Economic and Commercial cases for the project and test the shortlist options against the Critical Success Factors. The Outline

Business Case Development Work Plan for this work is attached as Appendix 1.

3.3.2 The full Business Case will be presented to Council on 24 February 2016.

3.3.3 In the meantime, information on other public sector interventions will be requested from HIE and Scottish Government, particularly Digital Scotland Superfast Broadband (part funded by BDUK), including Phase II and ERDF funds.

4   Implications

Strategic

4.1   Delivery of Corporate Outcomes – Shetland Islands Council's Our Plan 2016 - 2020 has as a top priority to 'Improve high-speed broadband and mobile connections throughout Shetland.'

4.2   Community/Stakeholder Issues – A wide range of stakeholders were invited to the consultation meetings, held during September to inform the Strategic Case.

4.3   Policy and/or Delegated Authority – In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit.

4.4   Risk Management – The Business Case for the Council's involvement in broadband development is being progressed. The detailed risks associated with the options for the Council's continuing and future role in the provision of high speed broadband connections across Shetland will be covered in the Business Case. The outcomes of this process will be used to determine the roles of Council ICT and Shetland Telecom in the longer term.

The Shetland Telecom project network requires to be adequately supported to continue to provide network services, and provide new connections where there is a positive economic case to do so. This has been budgeted for in the current year and 2016/17 budget proposals, and the project continues to provide a surplus.

4.5   Equalities, Health and Human Rights – None arising directly from this report. However, digital connectivity will play an increasingly important role in how the Council and its community partners deliver services now and in the future.

4.6   Environmental – None arising directly from this report. The environmental impacts of any works on telecommunications infrastructure required for aspects of telecoms projects are considered as an integral part of each development.

4.7 <u>Financial</u> - All work identified in this report will be covered within existing budgets.

4.8 <u>Legal</u> – None.

4.9 <u>Human Resources</u> – None.

4.10 <u>Assets and Property</u> – Any further investment in assets will be covered by subsequent reports.

5 Conclusions

5.1 The Council has, to date, taken a very active role in the development and improvement of telecommunications in Shetland. This has been achieved through actual deployment of network links and also through political influence, negotiations and discussions with a wide range of stakeholders including Government, service providers and communities.

By using the Government Green Book Business Case methodology to determine the Council's role in providing digital connectivity going forward, the Council should be able to make properly informed decisions and maximise the benefits to both the community and the Council.

For further information please contact:
Neil Grant, Director of Development Services
Phone: 01595 744968
E-mail: nrj.grant@shetland.gov.uk
Report finalised: 15 January 2016

<u>List of Appendices</u>

Appendix 1 – Work Plan for development of full Business Case.

<u>Background Documents</u>
None

END

Shetland Island Council – Digital Connectivity Business Case

Outline Business Case Development Workplan

21 December 2015

1   Document Details

1.1   Document Location

This document is only valid on the day it was printed.

1.2   Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version
Neil Grant		Project Director		

1.3   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

1.4   Purpose of this Document

The Workplan provides a narrative description that in conjunction with the Microsoft Stage Plan will outline the activities that need to be accomplished, timeframes that need to be met, and which inputs will be needed to deliver the required Stage products, including how Stage results will be sustained and lessons learned disseminated. The Stage Workplan will also be used to manage project/stage progression against the overall project budget.

This document will allow key stakeholders to:

- **Manage** the workplan by tracking the delivery of key products against stakeholder expectations

- **Report** progress on the development of the OBC

- **Evaluate outcomes** by identifying the indicators you will use to assess whether outcomes (key delivery dates or physical products), are achievable, the data collection methods and timeframe for collecting outcomes evaluation data.
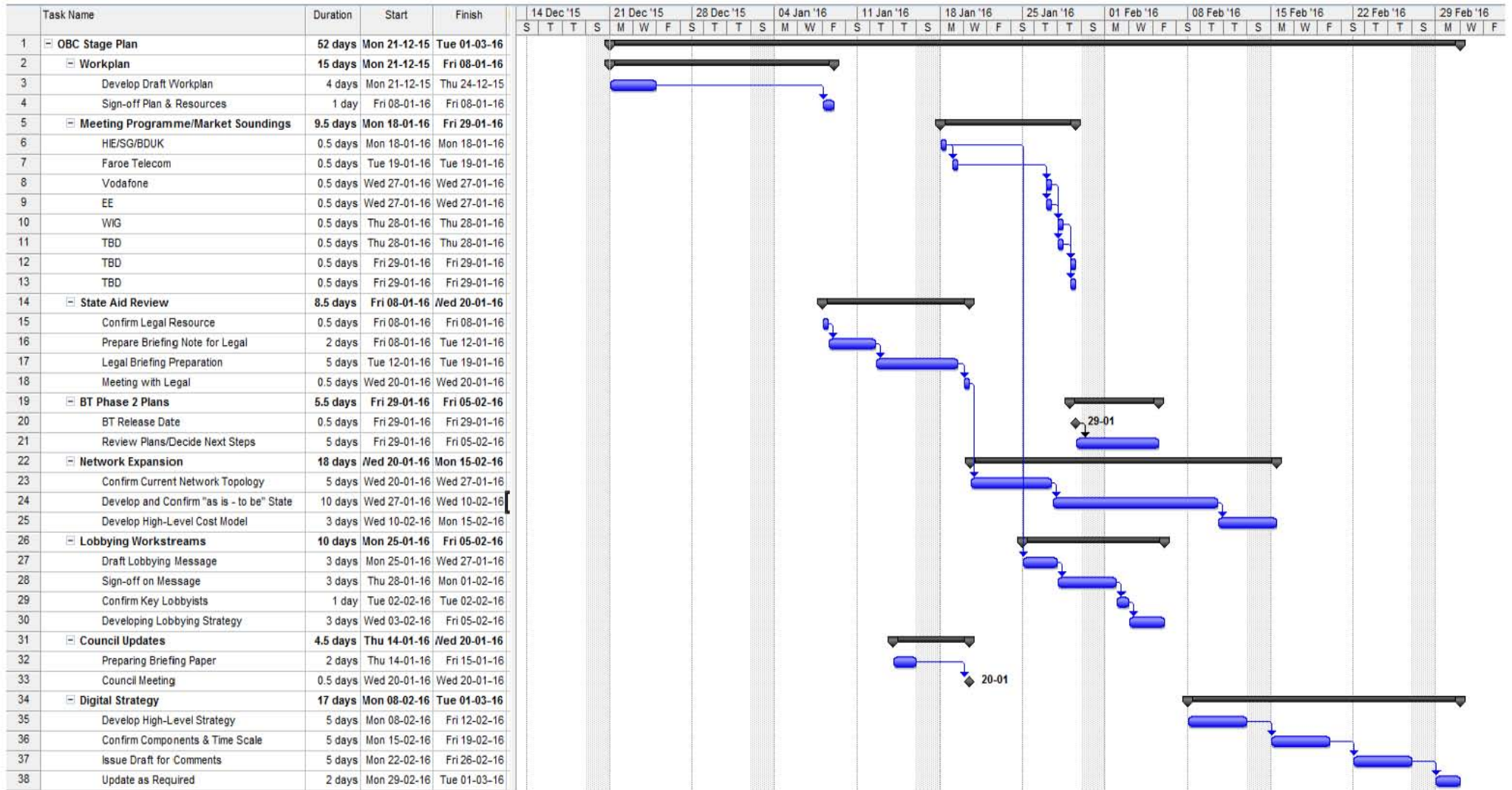
2   Table of Contents

3 Workplan Details

Project Title	Digital Connectivity Business Case	Reference No:	NA
Project/Workplan Description	Outline Business Case Development Workplan	Report Date	21 Dec 2015
Project Manager	NG	Report No.	NA
Author	B Walker	Ver. No.	0.1
Stage Summary / Description	The Development Committee on 16 December 2015 approved the Strategic Outline Case (SOC) for improving digital connectivity in Shetland. The SOC recommended a series of tasks under the title of "Next Steps" that would have to be completed before a preferred intervention option(s) could be identified and confirmed in the Outline Business Case (OBC). The purpose of this workplan is to undertake the series of tasks recommended in the SOC. The output of each task will then be used in developing the project's OBC. The following documents will be delivered for approval/information by the Development Committee as part of this workplan: • Progress updates on meetings with HIE/Scottish Government, Faroe Telecom and network providers. • Outcome of the State Aid/legal review on building out/expanding the Council's fibre network. • Indicative high-level costs if the Council were to build out their fibre network. • High-level Digital Strategy.		

3.1   Stage Plan

#	Task Name	Duration	Start	Finish
1	☐ OBC Stage Plan	52 days	Mon 21-12-15	Tue 01-03-16
2	☐ Workplan	15 days	Mon 21-12-15	Fri 08-01-16
3	Develop Draft Workplan	4 days	Mon 21-12-15	Thu 24-12-15
4	Sign-off Plan & Resources	1 day	Fri 08-01-16	Fri 08-01-16
5	☐ Meeting Programme/Market Soundings	9.5 days	Mon 18-01-16	Fri 29-01-16
6	HIE/SG/BDUK	0.5 days	Mon 18-01-16	Mon 18-01-16
7	Faroe Telecom	0.5 days	Tue 19-01-16	Tue 19-01-16
8	Vodafone	0.5 days	Wed 27-01-16	Wed 27-01-16
9	EE	0.5 days	Wed 27-01-16	Wed 27-01-16
10	WIG	0.5 days	Thu 28-01-16	Thu 28-01-16
11	TBD	0.5 days	Thu 28-01-16	Thu 28-01-16
12	TBD	0.5 days	Fri 29-01-16	Fri 29-01-16
13	TBD	0.5 days	Fri 29-01-16	Fri 29-01-16
14	☐ State Aid Review	8.5 days	Fri 08-01-16	Wed 20-01-16
15	Confirm Legal Resource	0.5 days	Fri 08-01-16	Fri 08-01-16
16	Prepare Briefing Note for Legal	2 days	Fri 08-01-16	Tue 12-01-16
17	Legal Briefing Preparation	5 days	Tue 12-01-16	Tue 19-01-16
18	Meeting with Legal	0.5 days	Wed 20-01-16	Wed 20-01-16
19	☐ BT Phase 2 Plans	5.5 days	Fri 29-01-16	Fri 05-02-16
20	BT Release Date	0.5 days	Fri 29-01-16	Fri 29-01-16
21	Review Plans/Decide Next Steps	5 days	Fri 29-01-16	Fri 05-02-16
22	☐ Network Expansion	18 days	Wed 20-01-16	Mon 15-02-16
23	Confirm Current Network Topology	5 days	Wed 20-01-16	Wed 27-01-16
24	Develop and Confirm "as is - to be" State	10 days	Wed 27-01-16	Wed 10-02-16
25	Develop High-Level Cost Model	3 days	Wed 10-02-16	Mon 15-02-16
26	☐ Lobbying Workstreams	10 days	Mon 25-01-16	Fri 05-02-16
27	Draft Lobbying Message	3 days	Mon 25-01-16	Wed 27-01-16
28	Sign-off on Message	3 days	Thu 28-01-16	Mon 01-02-16
29	Confirm Key Lobbyists	1 day	Tue 02-02-16	Tue 02-02-16
30	Developing Lobbying Strategy	3 days	Wed 03-02-16	Fri 05-02-16
31	☐ Council Updates	4.5 days	Thu 14-01-16	Wed 20-01-16
32	Preparing Briefing Paper	2 days	Thu 14-01-16	Fri 15-01-16
33	Council Meeting	0.5 days	Wed 20-01-16	Wed 20-01-16
34	☐ Digital Strategy	17 days	Mon 08-02-16	Tue 01-03-16
35	Develop High-Level Strategy	5 days	Mon 08-02-16	Fri 12-02-16
36	Confirm Components & Time Scale	5 days	Mon 15-02-16	Fri 19-02-16
37	Issue Draft for Comments	5 days	Mon 22-02-16	Fri 26-02-16
38	Update as Required	2 days	Mon 29-02-16	Tue 01-03-16

3.2   Stage Process

The following RAG status will be used to identify the anticipated success of a product or task not being delivered by its required completion date:

Low risk of the product/task not being delivered on time	Medium risk of the product/task not being delivered on time	High risk of the product/task not being delivered on time	Risk or task completed

ID	Date	Event	Complete
01	18 to 27 Jan 2016	Meeting Schedule with: • HIE/Scottish Government/BDUK • Faroe Telecom • Telco Operators (both major and Altnets)	
02	08 to 20 Jan 2016	State Aid legal review on expanding the Council's fibre network	
03	29 Jan 2016	Release and review of BT's Phase 2 plan	
04	21 Jan to 10 Feb 2016	Development of a "*to be*" network topology map to meet the Council's requirements and high-level cost modelling	
05	25 Jan to 03 Feb 2016	Lobbying strategy/message and key stakeholders	
06	08 to 29 Feb 2016	High-level Digital Strategy paper for approval	

3.3   Key Milestones

ID	Date	Event	Outcome
01	27 Jan 2017	Initial meeting schedule completed	By the end of the meetings the Council will have a better understanding of what level of intervention is required in Shetland and how the market views Shetland.
02	29 Jan 2016	Release of BT Phase 2 plans	After reviewing the Phase 2 plans the Council will be in a position to decide if further intervention is required.

3.4   Areas of Responsibility/Task Owner

Name	Responsibility
Neil Grant	Task 1 :Meeting schedule and market soundings
	Task 2: State Aid review
	Task 3: BT Phase 2 plan review
	Task 4: Network expansion/technical review
	Task 5: Lobbying strategy
	Task 6: Digital strategy

3.5   Project Team and Action Plan with Instructions

3.5.1   Task 1.0: Meeting Schedule/Market Soundings

Date:	18 to 27 Jan 2016	**Responsibility:**	Neil Grant
Purpose of Task:		The meeting schedule is to be carried out in a specific order allowing the outputs of the previous meeting to be fed into the next set of meetings. The order of the meetings is to be: 1. Combined Shetland/HIE/Scottish Government/BDUK meeting. 2. Faroe Telecom. 3. 2 Mobile Operators (Vodafone and EE). 4. 6 Altnets (3 Fixed & 3 Wireless). The content/agenda for the meetings and the required outputs will be developed and signed-off by the Project Director and will cover as a minimum: 1. Shetland/HIE/Scottish Government/BDUK: • Updating all parties on Shetland's potential intervention plans. • HIE/Scottish Government/BDUK views on Shetland's potential options for intervention.

	• Early sight of the BT Phase 2 plans.
	• Early sight of HIE's report for John Swinney.
	• If any additional funding would be available for Shetland to increase coverage.
	• Potential synergies with other Scottish initiatives including Community Broadband Scotland.
	2. Faroe Telecom:
	• Understanding of what appetite Faroe Telecom has to invest in Shetland and why.
	3. 2 Mobile Operators (Vodafone and EE)
	• Understanding of the barriers that has stopped the operators investing in Shetland.
	• How Shetland could assist in removing these barriers.
	4. Altnets:
	• Assessing if there is an appetite from the Altnet community to invest in Shetland.
	• If they are not willing to invest under what conditions would they be interested in improving coverage in Shetland.
	• How, if they would invest/increase coverage in Shetland' this could be achieved.
Action Required:	1. Confirm the resources/meeting team to allow this task to be completed (The meeting team should be consistent throughout all the meetings to ensure no information is lost changing team members).
	2. Briefing note/email to be developed for the private sector meetings to explain why Shetland are asking for the meeting and to raise interest from the private sector in meeting Shetland.
	3. Briefing note/agenda to be developed for each meeting and circulated to the Shetland meeting team prior to being sent out to the external attendees.
	4. Location, attendees and timing of the meetings to be confirmed.
	5. All meetings to be fully minuted ensuring there is a full audit trail for each meeting.
	6. Key points from each meeting to be captured for future Council briefing papers.

3.5.2   Task 2.0: State Aid Review

Date:	08 to 20 Jan 2016	**Responsibility:**	Neil Grant
Purpose of Task:		The Council currently own their own fibre network operating at the wholesale level. The purpose of this task is to confirm from a legal standpoint if the Council can safely expand/further invest in the network without the risk of any State Aid issues or challenges from the market or the EU.	
Action Required:		1. Legal resource to be identified that has the required skill set to carry out the review.	
		2. Briefing paper/instructions to be developed and signed-off on what is	

| required in the legal review. |
| 3. Timing for the review to be confirmed with the identified legal resource. |

3.5.3 Task 3.0: BT Phase 2 Plan Release Date

Date:	29 Jan to 05 Feb 2016	Responsibility:	Neil Grant
Purpose of Task:		The release of BT's Phase 2 plans is expected by the end of January 2016. On release of these plans the Council will have a clear understanding if BT's plans will meet the Council's coverage expectations. The purpose of this task is therefore to conduct a detailed review of BT's plans when they are released and report back to the Council on the findings and potential recommendations.	
Action Required:		1. Resources to be confirmed that will carry out the review.	
		2. Short evaluation report to be prepared on the impact of BT's plans on Shetland.	

3.5.4 Task 4: Network Expansion/Technical review

Date:	21 Jan to 10 Feb 2016	Responsibility:	Neil Grant
Purpose of Task:		Subject to the successful completion of Task 2 (State Aid review), a cost modelling exercise is required to identify the high-level cost of building out the fibre network to meet the council's requirements.	
Action Required:		1. Technical resource to be identified to carry out the task.	
		2. "*As-is*" network topology map to be developed and confirmed.	
		3. "*To-be*" network topology map to be developed and signed-off as suitable to meeting the Council's requirements.	
		4. Confirmation that the technical specifications of the "*to-be*" will be suitable for use by other network providers.	
		5. High-level cost modelling exercise on building out the network from the "*as-is*" state to the "*to-be*" state.	

3.5.5 Task 5: Lobbying Strategy

Date:	25 Jan to 05 Feb 2016	Responsibility:	Neil Grant
Purpose of Task:		Should additional funding become available from the Scottish Government to improve coverage in Shetland, the Council will require a lobbying strategy and action plan to ensure they leverage additional funding where possible from the Scottish Government to reach 100% coverage.	
Action Required:		1. Resource to be identified that has the required skill set to develop and manage the lobbying strategy.	
		2. Lobbying action plan/key messages to be confirmed and signed-off.	

	3. Key Scottish Government/political stakeholders that will be lobbied to be identified.
	4. Internal Council members that will act as lobbyists to be confirmed.
	5. Briefing session to be setup with the Council lobbyists to review and confirm the action plan before it is implemented.

3.5.6   Task 6: Digital Strategy

Date:	8 Feb to 01 Mar 2016	**Responsibility:**	Neil Grant
Purpose of Task:		On completion of tasks 1 to 5 the Council will have a greater understanding of what type and level of intervention is required to obtain 100% coverage in Shetland. Once this is understood, the benefits and additional services that could be delivered from increased coverage can be identified at a high level. The purpose of this task is therefore to capture the high level benefits and services that could be delivered post intervention.	
Action Required:		1. Resource to be identified that has the required skill set to develop the Digital Strategy. 2. High-level benefits and additional services (Telehealth, educational etc) to be confirmed as part of the Digital Strategy. 3. Draft paper to be prepared and circulated for comment. 4. Draft paper to be updated and approved.	

3.6 Quality Assurance Procedures

1. The project will be carried out using best practise guidelines for Project Management (Prince 2, MSP and Management of Risk)

2. All project documentation will be prepared in accordance with Prince 2 guidelines

3. All project documentation will be reviewed and approved by the Project Board to ensure they are of the required quality before they become live working documents

4. Internal Council resources from the project team have been used to validate the workplan timetable and the feasibility of delivering the OBC key products on time

3.7 Known Risks/Issues/Constraints

ID	Risks, Issues or Constraint	Action
01		
02		
03		

Shetland Islands Council

Development Committee   **20 January 2016**

Whalsay Harbour Development Request	
Report No: DV-08-16-F	
Report Presented by Director of Development	**Development Services Department**

1.0   Summary

1.1   This report refers to a request from members of the Whalsay community for the Council to engage in the development of a Pelagic and Whitefish Processing plant in Whalsay which, as a pre-requisite, would require the Council to significantly redevelop and expand the harbour.

2.0   Decision Required

2.1   That the Development Committee RESOLVES not to pursue the opportunity which is presented by members of the Whalsay Community at this time; and

2.2   Instruct the Director of Development Services to write back to the interested parties to advise that the Council does not wish to pursue the opportunity at this time for the reasons stated in Section 3 of this report.

3.0   Detail

3.1   For some time now, a group of members of the Whalsay community have been requesting that the Council considers a significant development of the Whalsay harbour for Pelagic and Whitefish Processing.   The requests date back to 2011 and are also associated with a fixed transport link to the island.

3.2   In 2015, discussions were facilitated by the group with an external operator in the seafood catching and processing sector, who expressed an interest in basing a fish processing plant in Whalsay, should the harbour facilities be developed.

3.3 Information provided by the Scottish Government regarding European grant funding, raised questions and concerns about creating overcapacity in the sector in Scotland, and displacing existing capacity and jobs. The information also noted that the new European Maritime and Fisheries Fund only permits infrastructure support for small to medium sized enterprises, and it is doubtful that the interested external party fits these criteria.

3.4 Whilst not costed, the initial 'ball park' internal estimates for the harbour developments required by this project are in the region of £20M to £40M. Return on investment for the Council would be mainly through landing fees, but even at a rate of £2.00 per tonne would take in excess of 20 years to pay back on an assumed annual turnover of £50M and with the significant risk of reliance on income from one operation.

3.5 If the Council were to engage in such a development, issues of displacement of other existing processing facilities and operators in Shetland would need to be considered in more detail, along with issues of what would be permissible within state aid regulations.

3.6 Perhaps the most important consideration for the Council is how such a development would fit with the Council's existing identified priorities to achieve the Outcomes of the Council's Corporate Plan, where there is increasing pressure on resources including investment resources. One of the Council's priorities in the plan is to invest development funds wisely to produce the maximum benefit for Shetland's economy. It is unclear to how this project could be considered an investment priority in that respect, and could at best be regarded as high risk.

3.7 With regard to fixed transport links, these will be considered as part of the Inter-Island Transport Study which is currently ongoing with Transport Scotland and Scottish Government.

4.0 Implications

Strategic

4.1 Delivery on Corporate Priorities – The Council's Our Plan 2016-2020 'We will be investing development funds wisely to produce the maximum benefit for Shetland's economy."

4.2 Community /Stakeholder Issues – Other than discussions with representatives proposing the project, no other local consultation has been undertaken by the Council to assess the benefits and impacts of this project.

4.3 Policy and/or Delegated Authority – In accordance with Section 2.3.1 of the Council's Scheme of Administration and Delegations, the Development Committee has delegated authority to implement decisions within its remit.

4.4   Risk Management – Given the high investment costs and high risk of failure to recover the investment costs, it is very difficult to make a case for the Council to make an investment of this scale

4.5   Equalities, Health and Human Rights – None

4.6   Environmental – None

Resources

4.7   Financial – There are no financial implications arising directly from this report.

4.8   Legal –   None

4.9   Human Resources – None.

4.10   Assets and Property – There are no implications relating to assets and property relating to this report, although the Whalsay Harbour is owned and operated by the Council.

5.0   Conclusions

5.1   The proposal which has been brought forward by a group of members from the Whalsay community is not without its social and economic benefits but I propose that the costs/benefit ratio and high risk does not make this a serious investment opportunity for the Council, if the Council is to achieve the Outcomes which are set out in the Corporate plan.

For further information please contact:
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Date report cleared: 15 January 2016

List of Appendices
None

Background documents:
None

END