



# SHETLAND ISLANDS COUNCIL

## MASTERPLAN DEVELOPMENT HANDBOOK

A best practice guide for developers and  
community groups



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**JANUARY 2009**

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photographs: Mark Sinclair – Phat Sheep Photography (Museum) : Austin Taylor (Commercial Street), Planning Service (Welcome to Shetland)

## 1. Introduction

- 1.1 This handbook aims to guide developers, community groups and individuals through a logical process based on an appreciation of the qualities which make Shetland distinctive and taking account of the local landscape and spatial context of the Masterplan area.
- 1.2 This Handbook sets out the components of a spatial Masterplan and the step by step process towards achieving sustainable communities. It is intended to act as a series of prompts to thinking about how to achieve better quality places through the Masterplan process. It combines best practice design guidance and the principles of Masterplanning to assist developers in the formulation of Masterplans. The Handbook supplements the suite of documents already prepared by the Shetland Islands Council and the Supplementary Planning Guidance and Policy relating to location, design and amenity for housing and other developments in Shetland.
- 1.3 The Handbook has four main objectives:
- the development of sustainable communities;
  - the development of successful places;
  - identify the principles which lead to creating a better quality of physical design; and
  - improving environmental performance.
- 1.4 The importance of creating high quality new development and sustainable communities is established at the top of both the UK and Scottish Government's national agenda. The Scottish Government is determined that a shift in attitudes, expectations and practice is now needed to ensure that new development creates successful and sustainable places. Shetland Islands Council shares this view and is actively promoting Better Design and Sustainable Communities through its own guidance notes and updated policies. Quality design

This best practice guide will supplement the suite of documents prepared by the Development Plans Team to help guide housing development:

### **Guidance Notes**

#### **The Shetland House**

*Guidance for Housing Development in Shetland*

#### **Housing & Colour**

*Guidance on using Colour in Shetland*

#### **Towards Sustainable Construction**

*Guidance on Sustainable Design and Construction for Dwellinghouses and other Buildings*

#### **Towards Better Design**

*Guidance on Design*

#### **Renewable Energy Technologies**

*Guidance for Householders*

#### **Interim Planning Policy**

#### **Towards Sustainable Construction and Better Design in Shetland**

*Location, design and amenity guidance and policy for housing and other development in Shetland*

and sustainable communities will form the cornerstone of the local plan review.

- 1.5 Setting out the Shetland Islands Council aspirations and requirements for housing development should lead to an increased understanding between developers, the community and planning professionals.
- 1.6 It is intended that the Handbook should be used by:
  - developers wishing to develop large or small sites
  - in certain cases, the Council for sites where it has assets under its own control

*Masterplanning can  
create a place, rather  
than a series of  
unrelated buildings and  
places*

PAN 83 : Masterplanning

## 2. WHAT IS A MASTERPLAN?

2.1 As people use a variety of different and inconsistent terms for such documents, it is always wise to explain what is intended in a particular case. The definition of what constitutes a Masterplan can vary. In broad terms, a Masterplan comprises three dimensional images and text describing how an area will be developed. In scope it can range from strategic planning at a regional scale to small scale groups of buildings.

2.2 Most commonly, it is a plan that describes and maps an overall development concept, including present and future land use, urban design and landscaping, built form, infrastructure, circulation and service provision. It is based upon an understanding of place and it is intended to provide a structured approach to creating a clear and consistent framework for development.

2.3 Large scale planning for any type of subject or theme is often guided by different levels and types of guidance. These different types of guidance are often closely linked. The spatial planning policy for Shetland is no exception. The Council's Development Plan (currently the Structure Plan and Local Plan) sets the overarching framework setting out the policies and proposals against which planning applications will be assessed. In particular, the development plan sets out the Council's policies on design and the physical form of development.

2.4 The plan does not go into specific detail, but explains how its priorities are distinctly different from those of other places. An effective plan should set out concisely the local authority's priorities in relation to the location and



design of development, leaving the detail to be provided in guidance documents.

2.5 Supplementary planning guidance (SPG) is additional advice provided by the local authority on a particular topic, explaining and expanding on policies within the development plan. It must be consistent with the plan, prepared in consultation with the public and be formally approved by the Council. SPG status gives guidance considerable weight as a material consideration in the planning process.

2.5 Among the most effective tools for planning and design guidance are:

**Design Frameworks:**

The detailed thinking about location and design of development begins with areas where there is a particular need to control, guide and promote change. Design Frameworks show how planning and design policies should be implemented, and what principles should be followed by developers and designers.

**Development Briefs:** Guidance on how planning and design policies should be implemented on a specific site of significant size or sensitivity. Development briefs may contain much, or little, detail, as appropriate, in view of the nature of the site and the likely uses. Every development brief will set out the main planning and design principles on which development of the site will be based.

**Masterplans:** A Masterplan is a document that usually comes later in the development process than the design framework or development

**Development Plans contain a positive and sustainable vision of an area's**

**future priorities**

**based on a thorough understanding of how the area functions, the challenges it is expected to face and community requirements.**

brief. It is generally employed where there is a greater degree of certainty regarding the development of a specific site and is linked to social and economic analysis and a delivery strategy.

A Masterplan explains how a site or series of sites will be developed, describing and illustrating the proposed urban form in three dimensions. It should explain how that form will achieve the intended vision for the place, describing how the proposal will be implemented, and setting out the costs, phasing and timing of development.

A Masterplan will usually be prepared by, or on behalf of, an organisation that owns the site or controls the development process.

## Masterplan

**generally employed where there is a greater degree of certainty regarding the development of a specific site**

**explains how a site will be developed;**

**how it will achieve the intended vision for the place;**

**and how the proposal will be implemented**



**Design Guides:** A design guide provides guidance on how development can be carried out in accordance with the development plan.

**2.6 What is the Masterplan trying to achieve**

A successful Masterplan should be based on well defined aims and objectives; the challenges set by these objectives being met by a process of clear thinking and a commitment to good design.

**Objectives should be ambitious but remain practical.**

**They should be based key issues and priorities which have been subject to open and frank discussion.**

**It is essential to be clear as to what actions are crucial to achieving the changes required to create a better place.**

2.7 Focusing on what matters is vital to avoid creating a Masterplan which is a series of actions and/or developments which are inappropriate, too wide, or too narrowly defined. It must be realistic – inclusive of social, economic, environmental and market conditions. The Masterplan should be able to be implemented in a flexible manner but within a realistic timescale.

2.8 It **must** follow a logical process (appraisal, identification of principles, analysis, concept, solution, evaluation). It should not be a post rationalisation trying to justify a pre-determined design. If the process follows a logical sequence there is greater chance of success.

2.9 **When is a Masterplan required?**

Although a Masterplan can be prepared for almost any site, in general, it is required for areas of large-scale change such as town or settlement extensions, regeneration projects, town centres, housing developments (large and small) and places where significant environmental assets require protection. Masterplanning is also relevant to raising standards in relatively small developments.

**Areas of Significant Change**

- where a structured and integrated framework for growth is required; or
- where a strategy is required for the regeneration of an area; or
- where a new settlement is proposed; or
- where there are multiple developers or landowners; and
- in cases where a major event is driving regeneration.

**Sensitive Areas**

- where significant or important environmental assets need to be protected; or
- where there are complex issues such as differences in agendas between developers or landowners.

**Certain Small Scale Developments**

- where the cumulative effect of many small developments may be significant

and have an impact on the landscape or the setting of a settlement.

**Sites specially identified**

- where in the formulation of development plans, planning authorities identify specific sites, neighbourhoods or areas that require a Masterplan

2.10 **What is an effective Masterplan?**

An effective Masterplan should explain how a site, or series of sites, will be developed, describing and illustrating the proposed form. It should show how that form will achieve the intended vision for the place and how a distinct and appropriate character will be created.

2.11 It should also describe how the individual projects will be implemented through a delivery strategy which sets out the phasing, timing and funding.

**What is the Masterplan trying to achieve?**

**For Developers:**  
 resolve conflict  
 speed planning decisions and process  
 increase certainty of outcomes  
 enhance reputation of good design

**For the Community:**  
 future developments defined  
 helps structure and record discussion

**For the Local Authority**  
 structure and focus for negotiations  
 clarifies design and design rationale

## 2.12 The Role of Shetland Islands Council

In terms of Masterplanning, the Council's role is to ensure that development is designed to make the most of its setting in the landscape. Five aspects of the built form help to deliver a successful place:

- layout
- landscape
- scale and mix
- details and materials
- maintenance

The Council's wider role is to develop the key concepts for the Development Plan, in particular integrating policies relating to:

Sustainable Development  
Economic Competitiveness  
Social Justice  
Environmental Quality  
Design  
Sustainable Transport

2.13 Evaluation of proposals against all these issues requires to be undertaken at all stages of the Masterplan process and developers are urged to engage with the Planning Service and Building Standards at an early stage of development.

## 2.14 Policy Context

The Scottish Government has a single overarching purpose, and that is to focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth. One of the Government's national outcomes in support of this purpose is the intention that we live in *well designed sustainable places where we are able to access the amenities and services we need.*<sup>1</sup> Consequently Government policies on the built environment increasingly stress the importance of good design.

2.15 Design is a material consideration for all applications for planning permission and a local authority may refuse an application on design issues alone, and defend its decision at appeal. As the Scottish Government is placing great emphasis on design and believe it has a central role in delivering sustainable and social communities, the planning system and the consideration of planning applications are considered the means to delivering these qualities and aims.

2.16 Shetland Islands Council consider that the best way to meet these objectives is to develop a clear vision for design in Shetland which addresses and integrates each objective and has formulated policy

in relation to the location, design and amenity guidance and policy for Housing and Other Development in Shetland<sup>2</sup>

## 2.15 Leadership

It is important to have strong leadership in the masterplanning process in order to ensure that the original vision is realised. The leader may be a political figure, a design champion, a member of the masterplanning team (from either the public or private sector), a developer, or a funder.

2.16 Whether the process has one leader or several, their visible support and commitment should be in place at an early stage and where possible remain constant throughout. As the development process can be lengthy and the people involved can change, it is important that continuity of vision is achieved by ensuring that aims and objectives are clearly recorded at the outset and progressed through the process.

<sup>1</sup> PAN 83

<sup>2</sup> Towards Sustainable Construction and Better Design in Shetland (2008)

## 2. The Masterplan Process

- 2.1 The whole process of determining a Masterplan is a collective activity, bringing together the various responsibilities and opinions of developers, communities and stakeholders in a process of engagement. However, it is vital that everyone has a clear concept of what a Masterplan is and what it can achieve at the outset.
- 2.2 The central objective of this best practice guide is to encourage the thinking about places and how new development can create successful and sustainable communities. It is also intended to raise the quality of design and provide a benchmark for all development within Shetland. However, it cannot be seen in isolation to other studies, assessments and reviews currently being undertaken by the Council.
- 2.3 The Masterplan process can be demanding and challenging. Conflicts often emerge and agendas change as the Masterplan develops. This requires a process which is flexible, robust and inclusive.

**Masterplanning is a process  
– not a product**

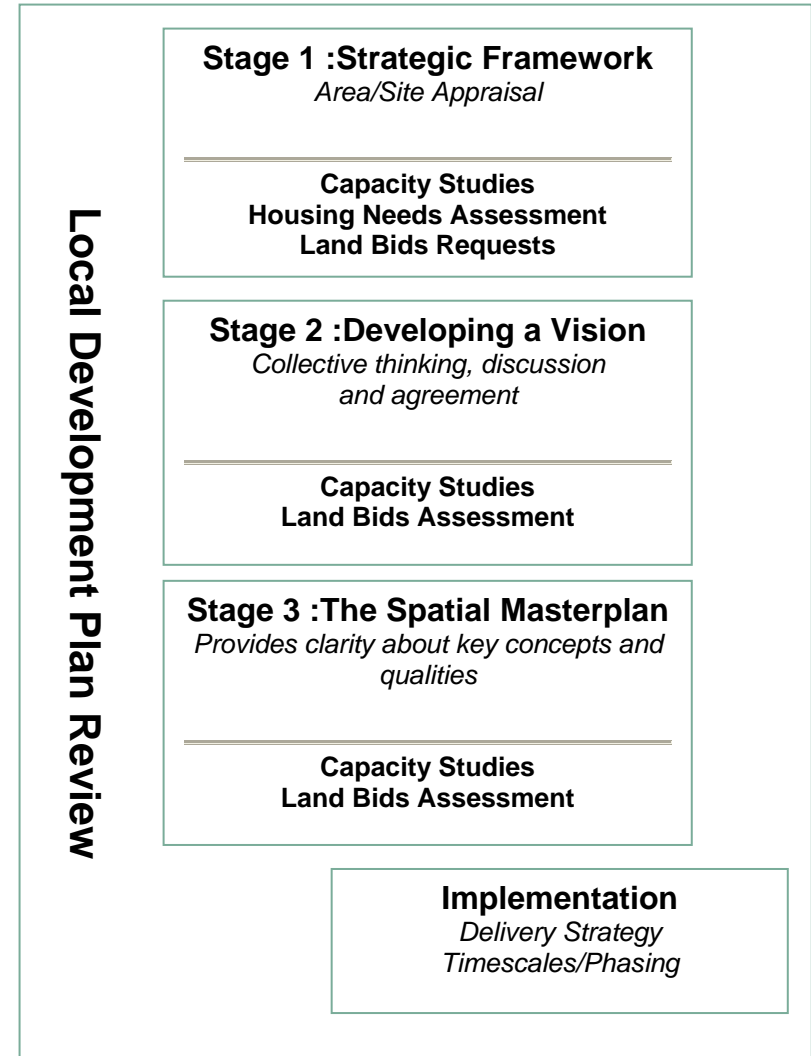


Fig 1: The Masterplan Process and the associated frameworks and supporting activities which underpin the relevant stages of the process

### 3. Structure of the Handbook

#### **Chapter 1: Achieving Design Quality What Makes a Successful Place**

*Chapter 1 describes the context of place and identifies the criteria which must be at the forefront of the Masterplan process*

#### **Chapter 2 : Strategic Framework**

*Chapter 2 provides prompts to thinking about the uniqueness of a place and the importance of the broad picture in landscape and design which enables the development of a vision*

#### **Chapter 3: Developing a Vision**

*Chapter 3 sets out how the broad key issues, objectives and priorities provide the vision for the progression of the Masterplan and the process involved in achieving this stage of the process*

#### **Chapter 4 : The Spatial Masterplan**

*Chapter 4 provides an overview of how the key components are created and combined to create a sustainable place*

#### **Chapter 5 : Implementation Strategy**

*Chapter 5 sets out the implementation strategies essential to the realization of the Masterplan proposals*

**The Handbook will set out the Masterplan process and focus on the building blocks for putting together the spatial plan.**

**It will start with a look at the broad picture in the landscape, the principles of good design, and then work down into the site, applying the design principles to create a basic structure.**

**At the next level, creating a coherent whole by using building blocks ( land uses, intensities, building form, movement structure and the public realm).**

**This is the key to creating better places and sustainable communities.**

## Chapter 1

# Achieving Sustainable Communities Through Design Quality



Planning Authorities have a key role to play in establishing

## standards

and raising

## aspirations

*Designing Places (2001)*

## Successful Places

A sense of place can be created in many ways. A strong influence is through the inter-relationship of buildings, the spaces around them and their wider context. Planning cannot prescribe good architecture or guarantee successful places, but it can create the conditions that make them more likely.

In the past, poor design (lack of character, identity or variety) has led to many homes and housing developments looking as if they could be anywhere. Standard house types and inappropriate materials, inadequate attention given to separate and attractive pedestrian links and the relationship of housing to the wider landscape and useable open space are often hardly considered. The progression of piecemeal development has often resulted in overdevelopment, cramming and an increase in parking problems.

Development designed to make the most of its setting in the landscape is likely to avoid today's common failing of looking and feeling as though it could be anywhere. Sensitive location and design is needed to avoid urban sprawl, ribbon development, new buildings on obtrusive sites, incongruous materials and house styles more characteristic of suburban than rural areas.

The Scottish Government is placing great emphasis on design and believes it has a central role in delivering sustainable and social communities. *Designing Places (2001)* identifies six qualities which make a successful place and these are integral to the Scottish Government's design related policy objectives:

**Further detailed information can be found in the Council's Interim Planning Policy: Towards Sustainable Construction and Better Design in Shetland Location, design and amenity guidance and policy for Housing and Other Development in Shetland**

### Identity

*distinctive landscapes, natural features, buildings, streets, street patterns, spaces, skylines, building forms, practices and materials that should inspire patterns of new building.*

### Safe and Pleasant Places

*use of design to create livelier, safe and attractive places by creative layouts, minimising vehicle speeds, attractive spaces and roads for pedestrians and cyclists, mixed uses.*

### Ease of Movement

*ensure easy movement by all modes of transport, not just vehicles, but cyclists and pedestrians, linkage of public and open spaces, better connectivity*

### Sense of Welcome

*ensure layouts and design details which encourage positive interaction between neighbours, make the best use of landmark views, public art possibilities*

### Adaptable

*ensure that new development or other improvements support a mix of compatible uses and tenures, helping to make "place" where people live, work and play, rather than having a single use and being dead afterhours, opportunities to make buildings and areas adaptable to a variety of future uses and not tightly designed to a particular use.*

### Good Use of Resources

*minimise use of energy through location and design (the way buildings face the sun, sheltered from the wind, how they are constructed, use of brownfield sites), ensure use of materials that are durable and easy to maintain, seek opportunities to improve habitats and wildlife.*

## Chapter 2

# The Strategic Framework



### Strategic Framework : Key Issues:

**Character:** Understanding the diversity and uniqueness of the individual area:

- what makes it distinctive,
- the quality of the environment, settlement, landscape, etc.

**Scale:** Masterplans must respond to the varying scales of each individual settlement.

Standard house types and street layouts will not strengthen the existing diversity of the settlement.

New development must be sensitively located and designed to respond to the scale of the locality.

## First Steps:

### Undertaking a Site Appraisal:

An area or site appraisal is an assessment of the land uses, built and natural heritage, social and physical characteristics. An appraisal can help identify the assets of an area, strengths, weaknesses and key constraints. This information enables decision makers to develop appropriate strategies to manage and integrate particular resources as part of the site development.



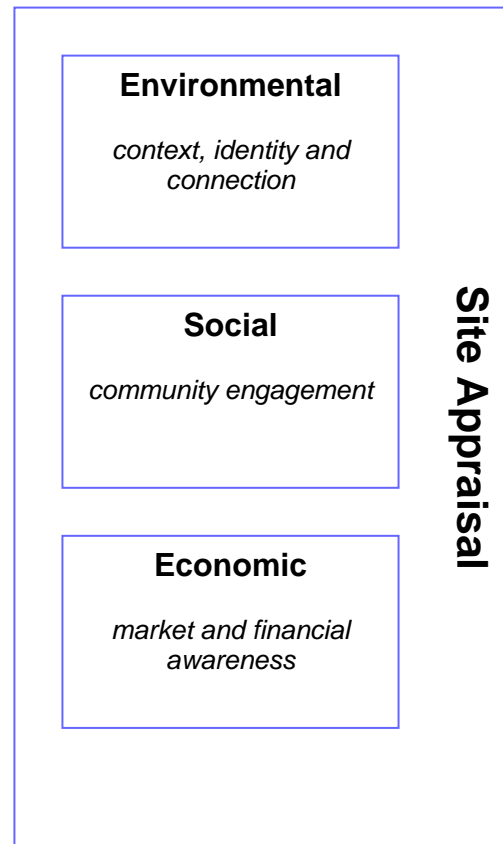
In broad terms the area or site appraisal should at least include consideration of those issues identified in Table 2.1. The list is a prompt only, it is not exhaustive. The key issues for each area or site need to be considered on a case by case basis.

Good design depends on a thorough understanding of the site or area. A number of different types of appraisals may be used. In most cases there will be a need to assess the area or site in terms of its physical/environmental characteristics, social factors and economic needs.

### Environmental

**Context:** *Understanding the elements within and beyond its boundaries*

Location of the area and its land uses, together with the surrounding area, description (including planning history, ownership, focal points,



landmarks, heritage, topography, etc) and services (including public utilities, public transport, etc.)

**Identity:** *A key characteristic of a successful place is that it has a distinct identity. The Masterplan may take inspiration from the character of existing development or it may seek to establish a new character or identity.*

Use of space, hard landscaping, soft landscaping, surrounding buildings, views and landmarks.

**Connection:** *Only by identifying existing movement patterns to and from the area/site, will it be possible later in the process to determine how the routes can be enhanced or new routes created.*

Vehicular movement (public transport, vehicular access, parking, circulation, cycle routes) and pedestrian access (including barriers to access)

### Social Factors

To create a successful place, people must be at the heart of the process. The local community has an invaluable understanding of the needs of the area and are able to establish priorities in order to arrive at a vision.

An engagement/participation plan should be determined to identify the mechanisms for involving the community in order to establish options and aspirations. Various types of interests may have to be engaged in different ways.

### Economic Needs

An area's capacity for development, its economic and market potential, will need to be taken into account during the appraisal process. It is important to be aware of housing market needs and understand how local businesses function. Landownership will also be a key factor.

**Table 2.1 : Site Appraisal Considerations**

<b>Issue</b>	<b>Objective of Analysis</b>
<b>Site Context</b>	To describe the location and significance of the site at a number of scales
<b>People, Population and Demographics</b>	To identify who lives in the catchments of the Masterplan area, what they do and its growth potential
<b>Character Appraisal</b>	To identify distinguishing physical features (landscape, etc) emphasising historical and cultural associations
<b>Natural Heritage</b>	To identify areas of habitat and ecological significance
<b>Services &amp; Constraints</b>	To identify the key elements of infrastructure and services on and adjacent to the Masterplan area, and identify any key constraints
<b>Access and Movement</b>	To identify the existing movement network for all modes, from strategic scale to local movement links
<b>Land Use</b>	To establish the existing and historical pattern of land use within the Masterplan area and assess the appropriate land use strategies for the future
<b>Environmental Risks</b>	To identify and establish the nature and degree of risk which may arise from any proposals for development or change (e.g. hydrology, flood risk assessment, mineral stability, ground conditions, contamination, etc.)

### Undertaking a Policy Review:

As any Masterplan should demonstrate how the various policies and guidance have been considered and how these initiatives have shaped the development of the Masterplan itself, the appraisal must include all current planning policy and best practice guidance relative to the site (national, regional and local level).

### Consideration of Natural Heritage:

The extent, sensitivity and significance of natural heritage assets should be assessed in detail. There is a duty to protect and enhance biodiversity and the appraisal should consider, where necessary, policy objectives and legislation such as the European Protected Species Act.



### Presentation

The appraisal should be summarised in a series of plans, supplemented by illustrations, photographs and text. The appraisal should clearly identify strengths, weaknesses, opportunities and threats and set priorities for development.

### Other Supporting Frameworks, Assessments and Activities

*Capacity Studies and Frameworks*

*Housing Needs Assessment*

*Land Bids Requests*

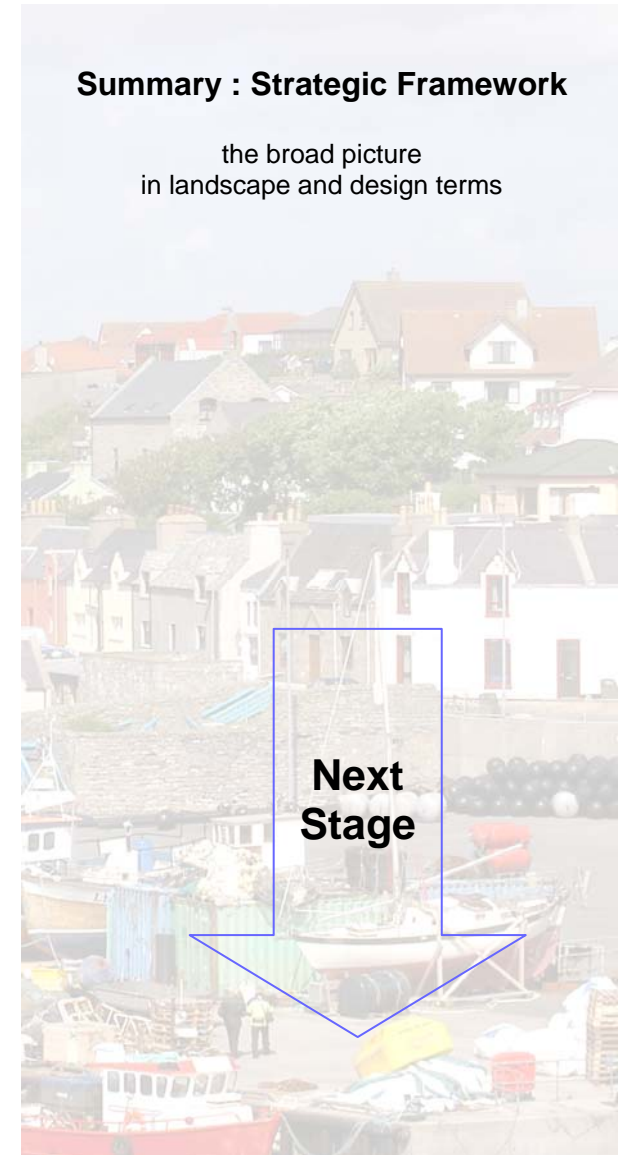
*Local Development Plan Review*

A Masterplan cannot be seen in isolation to other frameworks and reviews currently being undertaken by the Council.

It is essential that, as a minimum, those indicated above inform the Strategic Framework.

### Summary : Strategic Framework

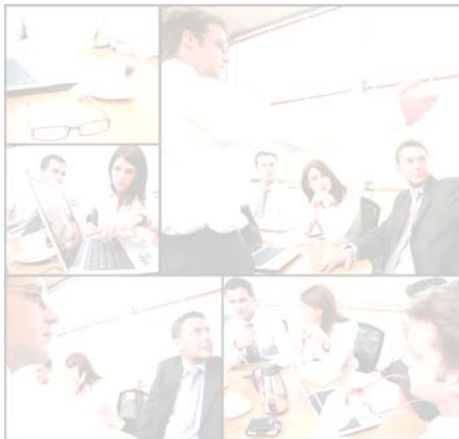
the broad picture  
in landscape and design terms



## Chapter 3

# Developing A Vision

*Collective thinking, discussion and agreement*



### Developing a Vision : Key Issue

#### The Engagement Process

..... enhancing awareness of how and why decisions are made, identifying key issues and priorities at an early stage, and allowing open and honest discussion about ways they might be addressed

.....

Having established the key elements of local context, policy, character and constraints, the next stage in the process is to develop a vision.

*The vision is an amalgamation of hard physical and financial facts and a series of aspirations.*

*The synergy between these is crucial – the vision says:*

- *this is what we want;*
- *this is how we will get there;*
- *this is who needs to be included and take responsibility;*
- *this is where the money comes from;*
- *this is who will champion the vision;*
- *these are the mechanisms for delivery.*

*The Urban Design Compendium 1999*

The key issue at the vision stage is to be inclusive, through the engagement of key stakeholders, the community and local authority personnel.

It is important that all parties are able to understand:

- how and why decisions are made which influence the physical and natural environments;
- how the community has developed;

- what makes good and high quality design and sustainable communities;
- how these qualities can be translated to the individual locality.

The success of any Masterplan depends on the blend of technical skill, vision and engagement of various parties – at local authority, stakeholder and community level. Input by a mix of professionals allows for greater certainty in terms of delivery and adds robustness to the Masterplan proposals. The experience of professional staff and experts can demonstrate what is achievable, can raise design standards and motivate the process.

#### How:

- workshops
- discussion groups
- exhibitions
- presentations
- forums

#### Level of Detail:

- detail generally broad and loose

## Benefits of Engagement

It is important to recognise that early engagement with the community and key stakeholders is an ongoing process throughout the development of the Masterplan. This is recognised in the Scottish Executive PAN 81 on Community Engagement.

There are major benefits to a process of active engagement and consultation including:

- enhancing awareness of how and why decisions are made about the environment around us and how the implications of these decisions are managed;
- confidence building with the community and key stakeholders; and
- identifying key issues at an early stage allowing open and honest discussions about the ways in which these issues might be addressed.

## Engagement and Planning Obligations

Discussing local issues with the community at an early stage, and identifying the key priorities for enhancing the overall quality of life of the community enables a focused strategy to develop in terms of planning obligations. The Council, community and developers can prioritise issues, and agree how new facilities and amenities can be delivered. This information can then be integrated into the Masterplan and the developer's business plan, acting as a test to the commercial feasibility of the scheme.

## Ongoing Engagement

Planning applications based on Masterplans which themselves are based on public engagement also allows for feedback from the community into the development management process.

Once a Masterplan has reached the implementation stage it is essential that a facility for ongoing engagement is identified in order to provide updates to the Council, stakeholders and the community on all aspects of the plan, from planning decisions, objectives and variations.



### Community Considerations towards forming a Vision

**Examine carefully and consider:**

#### The Big Picture Aspirations

The Big Detail, not the detailing

#### Our Place

*Look at buildings, green space, public space, civic space, transport links, landscape, facilities – EVERYTHING!*

what is good?  
what works?  
what doesn't?

**What is needed to make it work?**

Consider how you might:

- reinforce the character of your place
- re-invent the community
- reconnect places (within and outwith the community)

Ask the questions:

- what do we want to see changed ?
- what different uses would we like ?
- where do we want our community to grow ?

Determine:

- the constraints
- funding options available
- what is deliverable

**What are our:**

**biggest assets?  
strengths?  
weaknesses?  
opportunities?  
threats?**

*no matter how small or indistinct*

**What makes our place special and different to anywhere else?**

**Formulate and illustrate principles, not prescriptive design**

### Developer Considerations

What is the market demand?  
 What is deliverable?  
 What is the timescale for delivery?

#### Consider how you might:

- phase development
- design with a purpose – buildings, movement and spaces
- provide alternative options
- plan for alternative and flexible uses
- design open and green space within the development
- maintain facilities provided

#### Determine the key professional input required at this stage:

Shetland Islands Council Development Plan Officers  
 Shetland Islands Council Roads Service Engineers  
 Scottish Environment Protection Agency  
 Scottish Natural Heritage  
 Scottish Water  
 Zet Trans  
 Highlands & Islands Enterprise  
 Shetland Islands Council Development Trust  
 Scottish Water  
 Shetland Community Services  
 Shetland Health Board

### Participation Considerations

#### Developer and Community

#### Seek to meet the National Standards for Community Engagement

[http://www.partnersinregeneration.com/stellent/groups/public/documents/webpages/otcs\\_008411.pdf](http://www.partnersinregeneration.com/stellent/groups/public/documents/webpages/otcs_008411.pdf)

#### Ensure:

- everyone is involved and at all levels
- there is sufficient support and no barriers to involvement
- that the methods being used are clear and consistent
- the sharing of information
- working together
- working with others
- sufficient time for feedback
- appropriate monitoring and evaluation

#### Consider:

- workshops
- forums
- exhibitions
- presentations
- discussion groups
- steering group (made up of representatives of community, developer and stakeholders)

## The Vision Process

Carry out site appraisal : Strategic Framework

Identify and assess key assets and constraints

Assemble panel of professional stakeholders

Invite participants to visioning workshop

Facilitate workshop sessions to derive clear vision and consensus

Detail vision and use to drive forward development of spatial Masterplan

### Summary : Developing A Vision

**process** of developing a clear vision for the Masterplan area

**identifying** the objectives and principles which must be met by the Masterplan proposal

**informed by** site appraisal, engagement and expert advice and principles of good design

**supported by** capacity studies, assessment of land bids and the review of the Local Development Plan



**Next Stage**



## Chapter 4

# The Spatial Masterplan

*Key concepts and qualities*



**Spatial Masterplanning as a process is iterative and should be approached logically.**

**The starting point is the vision, a clear understanding of the kind of place we want to create.**

**The process then uses basic building blocks in terms of:**

- **land uses**
- **connectivity**
- **densities**
- **building form**
- **public realm**

**and organises them into a coherent whole.**

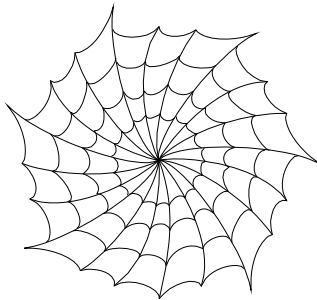
**The whole process is informed by consideration of broad planning principles.**

# Identifying the Structural Principles

## Movement and Accessibility

Movement and accessibility are generally considered the key to creating sustainable communities. A settlement is a connected system, like a web, and the more connections there are in the web, the easier it is to move around. This allows us to carry out the functions of day to day life, walk to work, go to the shops, school, visit friends etc.

Mixed use areas provide opportunities to do more than one thing at any one time and reduce the need for car travel. Single use developments, or developments where one land use is located at some distance from another, does not allow for these opportunities, the result being more movement trips to carry out daily functions.



Movement routes form a key element of how we understand the overall structure of an area. Some areas may be less connected, have less connecting streets, or the main land use in the area is residential. There is an important relationship between the degree to which an area is connected, or allows for ease and movement, and the intensity and mix of land uses.

An objective of sustainable communities is to provide a balance of uses within reasonable walking and cycling distances. Creating a viable mix of uses requires a number of choices of how to move around. At the same time there should be good connections to the wider system of roads and public transport routes.

To create sustainable communities therefore we must think inclusively about how to make these two vital ingredients work as well as possible.

## The Building Blocks

The next stage is to define the key aspects of form that will shape the basic building blocks of the Masterplan. These elements are outlined in Table 2.2. These descriptions of physical form are, in themselves, abstract. They have an impact on people's lives only by being translated into development. The form of buildings, structures and spaces is the physical expression of design.

Guiding the form of these elements is a key element of the Masterplan process.

## Pattern

Every settlement, be it large (town) or small (a group of four or five houses in open countryside) has its own distinctive identity. This is determined in part, by the architectural style of individual buildings, but also the relationship of these buildings to each other and to the landscape surrounding them.

The aim of any Masterplan is to ensure that the area's own distinct identity is maintained and that future development is in sympathy with its landscape and surroundings.

There is a need to determine an appropriate pattern which can control the layout, footprint and location of future development.

This pattern needs to be sustainable and to take into account the vision.



Table 2.2

Issue	Definition	What it should include
Layout	The framework of routes and spaces that connect locally and more widely and the way developments, routes and open spaces relate to one another	The layout provides the basic plan on which all other aspects of the form and uses of a development depend.
Pattern/Grain	The pattern of the arrangement of streets, plots and their buildings within a settlement	The degree to which an area's pattern of blocks and plot sub-divisions is either small and frequent (fine grain) or large and infrequent (coarse grain).
Density and Mix	The amount of development on a given piece of land and the range of uses. Density influences the intensity of development and in combination with the mix of uses can affect the viability and vitality of a place or area.	The density of development can be expressed in a number of ways. This could be in terms of plot ratio, number of dwellings, or the number of habitable rooms (residential developments).
Scale : Height	Scale is the size of the building in relation to its surroundings or the size of parts of a building or its details. Height determines the impact of development on views, vistas and skylines.	Height can be expressed in terms of the number of floors, height of ridge, overall height, any of these in combination, a ratio of building height to street or space width, height relative to particular landmarks or background buildings or strategic views.
Scale : Massing	The combined effects of the arrangement, volume and shape of a building or group of buildings in relation to other buildings and spaces. This includes consideration of orientation, day lighting and efficient planning.	Massing is the three dimensional expression of the amount of development on a given piece of land.
Landscape	The character and appearance of land, including its shape, form, ecology, natural features, colours and elements, and the way these components combine.	This includes all open space, including its planting, boundaries and treatment.
Appearance : Details	The craftsmanship, building techniques, decoration, styles and lighting of a building, group of buildings, or structure.	This includes all building elements such as openings and bays; entrances, balconies and roofscape; and the rhythm of the facade.
Appearance : Materials	The texture, colour, pattern and durability of materials and how they are used.	The richness of a building or buildings lies in its use of materials which contribute to the attractiveness of its appearance and the character of an area.

*From: By Design: Towards Better Practice in the Planning System : CABE*

## The Quality of Connections

**The quality of the connections from one place to another is a key ingredient of the character of being in a place.**

Roads and streets that are well designed and attractive are enjoyable, safe places. Roads and streets are **places**:

- in towns and larger settlements they provide for market and retail opportunities
- they are movement spaces, balancing the needs of a range of users
- they are places to gather and linger

Jan Gehl

The tendency to use standardised road design and vehicle-orientated street types has created large areas of poor character not just in Lerwick and Scalloway, but in the outlying areas which have taken the pressure for larger, more urban style, groups of houses. Poorly designed roads can become barriers to pedestrian and cycle movement. Retrofitted traffic calming measures symbolise the flawed structural thinking underpinning the design of these routes.

Consideration must be given to a hierarchy of routes, whether within a town, a settlement or development site:

- **Primary Routes** : those carrying the greatest vehicular loads, connecting the area or site with the wider environment and strategic transport network. These will generally be busy routes, but should be designed to maximise pedestrian and cycling amenity and public transport provision.
- **Secondary Routes**: generally residential streets.
- **Low Level Routes**: pathways, tracks etc.

**Public Transport:** It is critical that the design of any road or street is considered in terms of the need to accommodate or provide a link to public transport services.

**Walking and Cycling:** New Masterplan areas have the opportunity to improve the use of cycling and walking as sustainable modes of transport. Improved street and road design which caters for the needs of cyclists is one important ingredient in achieving this objective.

### Connecting the Individual Parts

Many housing layouts have become dominated by the technical and engineering requirements of road design.

We need to change our approach towards street design in new developments if we are to realise our ambitions to produce better quality, more attractive and safe residential environments.

*PAN 76 : Designing Streets*

### The Movement Framework

The initial stage of the spatial plan development should focus on identifying the kinds of roads and streets, the level of accessibility and density that will be appropriate to achieve the Masterplan vision.

**This is not a road design but a movement framework.**

The next stage is then to apply these principles to the particular context of the area or site, adapting to or amending the existing.



A linked system of spaces creates the foundations for a robust, diverse and sustainable spatial structure.

Placing this framework at the start of the process:

- organises where major open spaces should be located to take advantage of existing, established landscape features;
- where new elements of infrastructure, such as green routes and corridors for public transport, cycle and walking routes could locate; and
- identifies how the settlement or area connects with the wider environment.



### The Synergies of Connectivity

Connectivity is just not a matter of time or a geological association – if you can access public transport, further areas are closer

## The Building Blocks

### Sizing the Development Zones:

#### *Subdivision into Smaller Units*

The sub-division of development areas into smaller units is often called “urban grain”. The first stage in determining the *grain* of a settlement is the size and frequency of the streets which form the core structure - the *movement framework*. The next level considers the *block*, the developable area which bounds the streets or roads. The volume of the block determines the development capacity and has some influence on the nature of land uses that might be supported. Existing development which surrounds the block will also influence the capacity, use and design.

For example, the plan area of *blocks* within a town or main settlement such as Lerwick and Scalloway will be considerably different to the plan area of *blocks* in the pressure areas around Lerwick such as Gulberwick, Tingwall and Quarff.

The process of creating well designed roads, streets and spaces is interlinked with the process of determining appropriate parameters for the development of the *blocks*.

The *block* is not the building, but is **the framework for building.**

Specifying the parameters should have built in flexibility, yet be specific enough to guide how buildings are to sit and form a relationship with the adjoining areas, routes and open spaces.

## Land Use

The mix and diversity of uses within an area is a key element of creating sustainable communities and for many can be a key element in an individual's decision to locate in a particular place.

The relationship between movement and land use is a key factor. Higher accessibility areas will have, or have potential for, a greater proportion of mixed use. Identifying accessibility at an early stage of the process makes it possible to identify broad objectives for land use mixes.

## Community Amenities

Early consideration should be given to the range of community amenities which would be beneficial to, or help sustain, the community. The funding mechanisms for delivery also need to be considered at an early stage.

## Tenure

The Council's Interim Planning Policy sets out the targets for the provision of social and affordable housing<sup>3</sup>. It is important to ensure that these targets are integrated into the Masterplan.

## Intensity of Development

Within a settlement there are different areas of intensity – the centres of Lerwick and Scalloway are vibrant, busy places, whereas areas away from

<sup>3</sup> Affordable Housing Policy (2006)

the core of the settlement or the wider rural area are quieter. This diversity is one of the elements that characterises a place.

Not everywhere should be designed to have the intensity of a town centre, or be as quiet as a residential zone. There should be a mix of both as each area of intensity does a particular job from creating lively active public spaces to creating safe and attractive residential areas. The ambition should be to provide a range of intensities that support community facilities and public transport.

## Parking

The issue of parking is integral to the quality of the roads, streets and public spaces we create. Considering how much parking to allocate will be determined by the Council's Policy<sup>4</sup>, however of importance is *where the parking goes*.

In larger developments consideration should be given to a combination of on plot and off plot, the proportions of which will depend on location and topography. Where appropriate safe and secure cycle parking should be provided. Car free developments could be considered in areas of high public transport accessibility and where there are no existing parking problems.

## Building Height

Building height is related to the density of development proposed and a consideration of the qualities we want to achieve in a given place or

<sup>4</sup> Policy LPTP12 & Appendix D Parking Standards

area. Within a Masterplan area there may be opportunities for a landmark building which may be taller than the general height of surrounding development. New development should seek to strengthen the existing character of the area. Diversity is a key factor in character of place and the challenge for the Masterplan will be to ensure diversity is encouraged.

## Public Art

The Council actively promotes the use of public art as a means of asserting the identity of place.<sup>5</sup>

Public art should:

- be seen as an integral part of public realm improvements;
- be used to stimulate public involvement and cultivate a sense of ownership and civic pride;
- complement the architecture, but exploit opportunities for contemporary interpretation; and
- be durable (against weather and potential damage)



<sup>5</sup> Beyond Horizons: A Public Art Strategy for Shetland

## Landscape and the Public Realm

Good public spaces and landscapes are another key element of the character of a place and an essential ingredient of sustainable communities.

There is a balance between development and the environmental context. Achieving this balance requires a thorough understanding of what is special in the existing environment, how this is managed and how this can be used to inform the character of any new development.

Typically there will be a hierarchy of open spaces. Public spaces in the centre of our towns, or areas of highest accessibility will be more urban in character, however, in areas of lesser accessibility the character of the spaces should respond to the residential character of the area, ie community gardens and spaces and play areas. Spaces in the outer areas are likely to be more landscape dominant and contain strategic open spaces or areas of natural heritage. It is important to recognise what is appropriate in terms of scale, character and function in these different areas.

## Sustainable Building, Selection of Materials, Technologies and Design

The Council is keen to ensure that all new development achieves high levels of environmental performance. Any proposed developments should address a range of design issues, including daylighting, natural ventilation, energy efficiency and the promotion of sustainable materials and technologies. The Council has

prepared a number of relevant Guidance Notes and Supplementary Planning Guidance to aid development within Shetland (see page 3 & 27).



## Alternative Development Patterns

As the design process evolves, different ways of translating the original aspirations and vision into physical development should be explored.

The best designers will devise a number of feasible options. Options should identify the elements which are essentially fixed or given, but at the same time highlight where choices might exist, for example in terms of connections, building form and heights, landscaping and phasing.

Consideration **must** be given to whether the different options can be delivered.

## Presentation

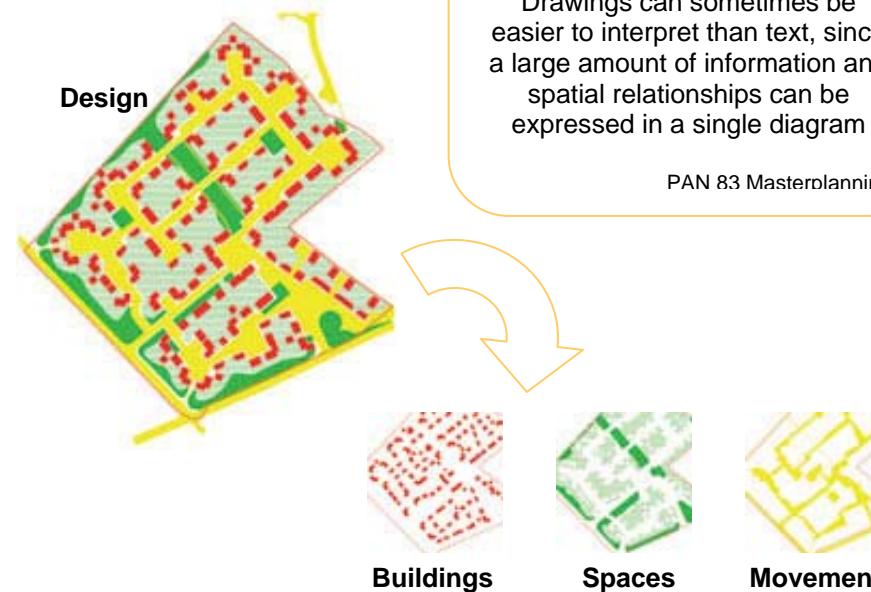
All the key aspects should be explained graphically and in well reasoned text, be clearly organised and easy to understand.

All Masterplan documents should be easy to read, navigate through and allow everyone to grasp the most important principles quickly.

### Information

Drawings can sometimes be easier to interpret than text, since a large amount of information and spatial relationships can be expressed in a single diagram

PAN 83 Masterplanning



From PAN 83 Masterplanning

**Pointers:**

The Masterplan **should not** be a huge document, but should:

- show your thinking and the rationale of the approach – tell the story, not just in words but in diagrams
- identify clearly the shared vision
- include relevant details only
- use pictures effectively

Avoid:

- describing without explaining
- including too much detail
- overemphasising technical information and underemphasising the creation of place
- writing in jargon
- including irrelevant illustrations
- including developer marketing
- promoting development that is undeliverable
- using the process to post rationalise a pre-determined design

Do:

- demonstrate that the Masterplan is part of a design process and not a scheme in isolation
- understand the type of Masterplan required and the relevant issues to be addressed
- consider the wider context and environment
- incorporate the principles of designing a successful place

**Basic General Structure**

The Scottish Government’s aim is to see more consistency in Scotland in terms of how Masterplans are presented. The absence of a standard structure, together with a varied use of sometimes confusing design language, can often cause Masterplans to seem overwhelming.

***PAN 83 : Masterplanning provides a basic general structure on a preferred format.***

Suggested Masterplan Format	
<b>Background Information</b>	name of development applicant team/specialists brief
<b>Site Details</b>	location and site plan description history ownership
<b>Site &amp; Area Analysis</b>	content identity connection
<b>Key Design Principles</b>	national guidance local development policies SPG/guides/briefs
<b>Public Involvement</b>	outcome of public consultation impact on design development
<b>Programme</b>	how will the development be phased
<b>Masterplan</b>	Explanation with respect to:
<b>Buildings</b>	i.e. layout & elevations scale, mix, height & massing details and materials energy efficiency
<b>Movement</b>	i.e. accessibility & well connected routes road hierarchy and spaces parking traffic speed and security street furniture and materials utilities and services access to public transport
<b>Open Space</b>	i.e. landscape strategy retained and new planting biodiversity & sustainability (SUDs) maintenance public space & play space

**Tips on Text and Illustrations:**

**Text:** The text (or bullet points) should be short and describe the process undertaken to produce the concept. It should explain the design philosophy and proposals as well as the role that stakeholders have played in shaping the concept.

**Illustrations:** Illustrations will play a key role in getting the Masterplan’s message across. Illustrations must be easy to interpret, be clearly related to the text, and may consist, for instance, of a combination of photographs, sketches, figure/ground diagrams (showing built and unbuilt space), photomontages, concept diagrams and computer-based images. The scale and format of the images will depend on the required level of detail. Models can also be used to good effect

The amount of information contained within a Masterplan will often be influenced by the scale of the development.

- In the most straightforward cases, some simple, but well presented diagrams, together with succinct, clearly written text – summed up by a three-dimensional illustration – should be sufficient to convey a basic Masterplan’s essentials.
- For more complex projects, the Masterplan should include some of the more detailed information as set out in the suggested Masterplan format above. It is good practice to present the Masterplan’s design solution with respect to the configuration of its buildings, spaces and movement supported by three dimensional form drawings.

## Communication

Communication of the spatial Masterplan development, as with the initial visioning, is an essential part of building confidence within the community and with stakeholders.

At each stage there will be a need to communicate a range of complex issues to a diverse audience. This will require the use of a range of communication techniques and graphic representations to enable the key issues to be communicated effectively to the relevant audience

## Embedding a Masterplan in the Planning System

A Masterplan will carry more weight if:

- it is consistent with national planning guidance and local development plan policy;
- has been prepared with effective public participation; and
- has been formally adopted by the local planning authority.

A completed Masterplan can be submitted to the local planning authority to be embedded into the planning system in three ways.

**All parties should be clear about these options prior to engaging in the Masterplanning process.**

A Masterplan will only be considered for *embedding* within the planning system if it genuinely raises the standards of development. It cannot simply aim to ease a proposal through the planning system.

### 1. Adoption as Supplementary Planning Guidance (SPG)

Development plans set out the planning authority’s own vision for how its area will develop and may identify areas or sites where Masterplans will be required. The Council’s Development Plans team have currently initiated a review of both the Structure Plan and Local Plan and it is very likely that this review will identify

significant, complex or sensitive sites where a Masterplan may be required.

If a Masterplan’s proposals **clearly relate** to the development, it can be adopted as supplementary planning guidance. To be adopted as SPG the intention to prepare a Masterplan will require to be explicitly signalled in the Shetland Local Development Plan.

### 2. Endorsement as a Material Consideration

With design as a material consideration, a Masterplan can be an effective way of ensuring that the local planning authority has sufficient information on which to make a decision.

### 3. Achieving Planning Consent and Road Construction Consent

The Masterplan (accompanied by any appropriate supporting documents, such as a design statement and an environmental statement if appropriate) may form the basis of a planning application and, ideally result in the achievement of planning permission and road construction consent at the same time.

## The Spatial Masterplan Process

### The Strategic Framework

*(identification of the essential components of the environment and landscape structure)*

### The Vision

### Identification of the Movement Framework

*(existing and those proposed to implement vision and create a sustainable community)*

### Explanation of the Basic Building Blocks

*(to demonstrate an understanding of their connected nature, how they work and how to optimise their function)*

### The Pattern of Development Blocks and Building Parameters

*(including the land use and density proposals for each block and their relationship to the movement framework, the key aspects of building form, public and private space, use of public art, selection criteria for materials)*

## Summary: The Spatial Masterplan

Identifying the Structural Principles :  
Connectivity and Pattern

Using Building Blocks to create a coherent whole

- sizing, intensity, tenure
- land uses
- landscape
- building form
- public realm
- sustainable building

The whole process being informed by consideration of broad planning principles and good design



# The Spatial Masterplan

The process of determining a spatial Masterplan should follow logical steps, be easy to understand and permit consideration of all scales of the development.

## Strategic Framework

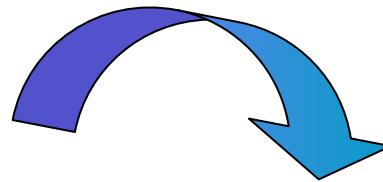
The broad picture in landscape and design terms

This Handbook sets out that process and focuses on the building blocks for putting together the spatial plan.

It started with a look at the broad picture in the landscape, the principles of good design, and then worked down into the site, applying the design principles to create a basic structure.

At the next level, the issues of how the development blocks, land uses, intensities, building form, movement structure and public realm elements are organised into a coherent whole.

This is the key to creating better places and more sustainable communities



## Developing a Vision

**process** of developing a clear vision for the Masterplan area

**identifying** the objectives and principles which must be met by the Masterplan proposal

**informed by** site appraisal, engagement and expert advice and principles of good design

**supported by** capacity studies, assessment of land bids and the review of the Local Development Plan

## The Spatial Masterplan

Identifying the Structural Principles : Connectivity & Pattern

Using Building Blocks to create a coherent whole:

- sizing, intensity, tenure
- land uses
- landscape
- building form
- public realm
- sustainable building

The whole process being informed by consideration of broad planning principles and principles of good design.



## Chapter 5

# Implementation

*Masterplan Delivery*



### Masterplan Delivery

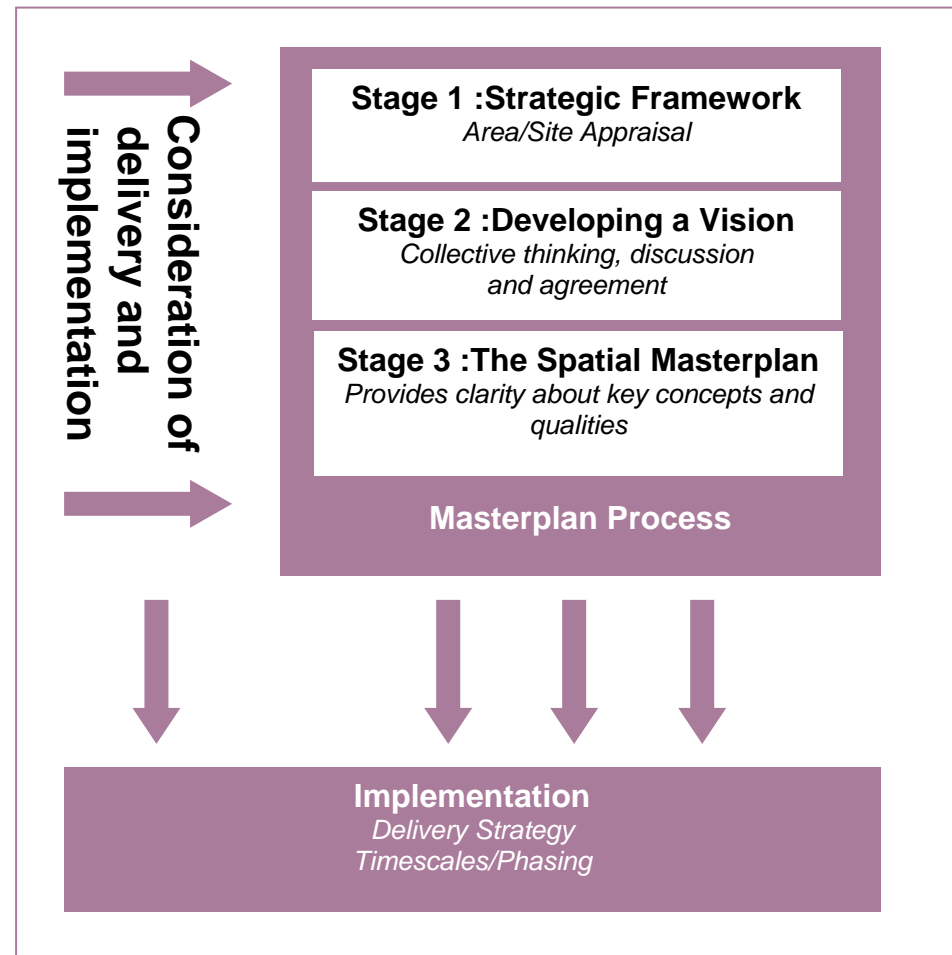
**The process of implementation must ensure that realistic projects and/or actions are included within the implementation strategy**

## The Process of Implementation

It is essential to the success of the Masterplan that the process of implementation is considered right from the start of the process. Consequently there is a considerable overlap between the implementation phase and the earlier stages of the process.

Social, commercial, political and economic realities will drive change and should be borne in mind constantly. The vision for the Masterplan area may require to be refined as more information becomes available and the Masterplan is developed. A constant review of implementation also ensures that the aspirations of the Masterplan will be met.

Once the Spatial Masterplan starts to emerge, an implementation plan should address all aspects of delivery – programme, risk, potential funding and procurement.



The process of implementation must ensure that realistic projects and/or actions are included within the implementation strategy. The strategy should include methods of delivery for the public and/or private sectors, the engagement with all parties and stakeholders throughout the process, timescales and likely sources of funding.



## Masterplan Delivery

The Spatial Masterplan will identify the key structural principles, movement and connectivity for the Masterplan area and assign priorities in terms of the key elements necessary to achieve the vision for the Masterplan area.

Of particular importance are the infrastructure proposals required to enable the initial stages of

development and what is required to support the subsequent phases in order to ensure seamless delivery without wasting resources

Consideration should include:

- constraints
- delivery partners (including utility agents)
- critical dates (lead in times, land release etc.)
- advance works
- costs, funding, maintenance.

## Stakeholders and Partners

The delivery of the Masterplan proposals may be enabled through a number of mechanisms, including direct implementation by the developer or joint venture approaches. The appropriateness of a delivery method will vary depending on the development requirements of the particular site and the Masterplan vision. The implementation plan should identify the delivery methods considered appropriate to implement the Masterplan and should include a review of the alternatives considered and the reasons for selection.

A Masterplan provides the framework to enable key vacant and under-used sites to be brought forward for development. For the Masterplan to be translated into reality there has to be an acceptance that private landowners

**Any groups that have formed as a result of the Masterplan process may also require to be involved at different stages of implementation**

and developers must take the lead in delivering individual elements on a site-by-site basis.

A range of stakeholders may require to be involved at different stages of the implementation plan and may include Shetland Islands Council, Hjaltland Housing Association, and local partnership groups.

## Timetabling and Programming

Proposals within a Masterplan may be complex and long term, whilst others may be simpler and capable of being delivered more quickly. Some may be in the hands of the Council (such as roads and environmental improvements) and subject to Council priorities in terms of funding.

Some proposals may rely on individual investment decisions by private developers and other businesses. In this context the role of the Masterplan is to create the conditions and policy framework to encourage these private interests to develop. Applications will still be subject to a complete planning assessment, including any public consultation required. However, the development and design principles set out in the Masterplan (provided the Masterplan process has been undertaken in the approved manner) will be applied to all proposals submitted and each proposal will be tested against them.

Whilst it is essential that a Masterplan is delivered comprehensively, it is likely that the development of a whole area will be divided into distinct phases – particularly where different ownerships are involved. Considerable thought must be given to establishing an appropriate phasing programme.

A phasing plan should indicate how the development of the Masterplan area can take place over time so that clear self-contained development *parcels* can be identified that can be linked in a seamless manner. Initial phasing and implementation is most critical as it may be the catalyst for other actions/projects to proceed.

It is important that each stage of implementation does not prejudice either future development opportunities within the Masterplan area, or key aims and objectives.

Shetland Islands Council will resist piecemeal development proposals which do not accord with the principles of any finalised or adopted Masterplan or which have the potential to prejudice future development.



Projects/actions should be considered in terms of:

- priority (identification of key sites);
- funding (those which are likely to attract funding);
- critical dates (site release, planning permission, funding criterion);
- cost
- timescales

Implementation of the Masterplan should be well managed with continuous community and technical/professional input and systematic review in order to ensure that development is of the highest quality and meets the aims and objectives of the Masterplan.

## Masterplan Action Plan

A Masterplan should include an Action Plan which sets out the short, medium and long term actions and/or projects. It also needs to be flexible in order to accommodate changing circumstances and priorities.

Masterplans should provide certainty on implementation and enable developers to come forward with proposed developments in the knowledge that they will meet public expectations.

**The Action Plan should be reviewed regularly to ensure the aims and objectives of the Masterplan are being met**

Detailed proposals should be constantly monitored against the Masterplan's aims.

Consideration must be given to the changing economic circumstances, the availability of new products and materials, or changes in policy.

The development process can be *complex* and often involves the *balancing* of a number of issues, interests and stakeholders

Masterplanning can *structure* the process into *clear and manageable stages*

ensuring

that *standards* are kept *high* the final development *delivers the vision* for the area and is *consistent with design policy principles and aspirations*

Masterplanning requires

a *high degree of collaboration and communication* between the client, the community and the local authority

involves a *wide range of stakeholders*

***BUT***

the *process builds commitment* to the proposals and *increases the chances and opportunities of creating a successful place*

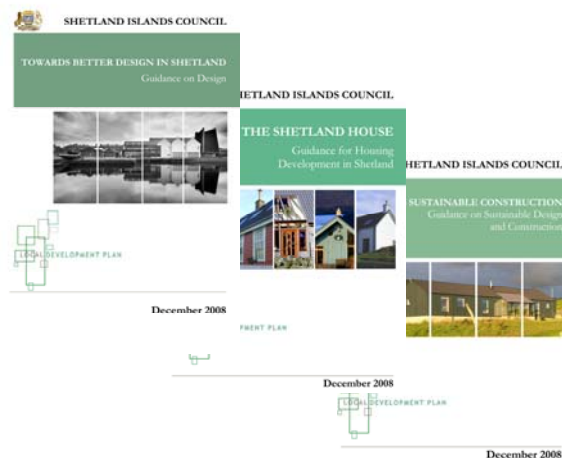
## The Planning Framework

All Masterplan proposals which are subject to planning permission will be subject to assessment against the Shetland Islands Council's development plan policies. Policies contained within the:

Shetland Structure Plan (2000); and  
Shetland Local Plan (2004)

and any subsequent adopted Interim Planning Policy will set the planning framework.

Shetland Islands Council has also produced a number of guidance notes to guide development and which provide the detail as to how adopted policy may be implemented. All adopted policy documents and guidance notes can be accessed on the Council's website: [www.shetland.gov.uk/developmentplans/](http://www.shetland.gov.uk/developmentplans/) or individual copies may be obtained from the Grantfield office. (Approximate cost £5.00.)



## Pre-Application Discussions

It is recommended that pre-application discussions with the Planning Service are undertaken at the earliest possible stage and always before detailed design has been undertaken. It is always advisable to make an appointment to see a planning officer or building standards surveyor in order to ensure sufficient time for discussions. Submission of sketch drawings and/or plans prior to the discussion is encouraged to ensure more meaningful discussions.

## Planning Applications

**Developers will be expected to set out in detail how the requirements of the Masterplan will be met.**

In addition to the standard documentation to be submitted with a planning application, all planning applications which lie within a Masterplan area will require to be accompanied by the following:

- A statement indicating:
  - o how the application relates to the Masterplan (including phasing and timescales)
  - o how key assets and constraints within the Masterplan area, particularly in terms of infrastructure, landscape and access will be affected by the development and managed

- o key site preparation issues, advance infrastructure and landscape works required
- A design statement (where required) articulating the evolution of the proposal and the key principles of design

A Masterplan does not remove any requirements for EIA or the submission of any relevant assessments (Flood Risk, Archaeological Studies, Transport Assessments etc.)



## Planning Agreements

Planning conditions and s.75 Agreements will be used where necessary to mitigate adverse effects, provide essential infrastructure needed for development proposals and deliver longer term benefits.

In considering when a planning agreement is required, the Council will meet the guidance set out in Circular 12/1996 and will only seek a s.75 Agreement where:

- there is a planning purpose;
- it will mitigate the development's impact;

- the agreement is related to the development being proposed;
- the agreement is related in scale and kind to the proposed development;
- it is so directly related to the proposed development and the use of the land that permission ought to be refused without it;
- it will contribute to the cost of providing necessary facilities.

Further information with regard to s.75 Agreements can be found at:

<http://www.shetland.gov.uk/planningcontrol/advicenotes/documents/AdviceNote11.doc>



## References:

### Scottish Government:

Designing Places : A Policy Statement for Scotland  
[www.scotland.gov.uk/library3/planning/dpps-00.asp](http://www.scotland.gov.uk/library3/planning/dpps-00.asp)

PAN 76 : Residential Streets  
[www.scotland.gov.uk/Resource/Doc/76169/0019017.pdf](http://www.scotland.gov.uk/Resource/Doc/76169/0019017.pdf)

PAN 81 : Community Engagement  
[www.scotland.gov.uk/Resource/Doc/169453/0047204.pdf](http://www.scotland.gov.uk/Resource/Doc/169453/0047204.pdf)

PAN 83 : Masterplanning  
[www.scotland.gov.uk/Resource/Doc/244134/0068213.pdf](http://www.scotland.gov.uk/Resource/Doc/244134/0068213.pdf)

### Shetland Islands Council Policy Documents

**Development Plan:**  
Shetland Islands Council Structure Plan (2000)  
[www.shetland.gov.uk/developmentplans/ShetlandStructurePlan1.asp](http://www.shetland.gov.uk/developmentplans/ShetlandStructurePlan1.asp)

Shetland Islands Council Local Plan (2004)  
[www.shetland.gov.uk/developmentplans/ShetlandLocalPlan.asp](http://www.shetland.gov.uk/developmentplans/ShetlandLocalPlan.asp)

**Interim Planning Policy:**  
Towards Sustainable Construction and Better Design in Shetland (2009)  
Affordable Housing Policy (2006)

**Shetland Islands Council Guidance Notes:**  
Shetland House (2008)  
Towards Sustainable Construction (2008)  
Towards Better Design (2008)  
Housing & Colour (2008)

**Shetland Islands Council Strategies**  
Beyond Horizons : A Public Art Strategy for Shetland

Commission for Architecture & The Built Environment (CABE)  
By Design: Towards Better Practice in the Planning System : CABE

[www.communities.gov.uk/documents/planningandbuilding/pdf/158490.pdf](http://www.communities.gov.uk/documents/planningandbuilding/pdf/158490.pdf)

## Useful Contacts:

Shetland Islands Council  
Planning Service  
Grantfield  
Lerwick  
Shetland  
ZE1 ONT  
Tel: 01595 744800  
[www.shetland.gov.uk](http://www.shetland.gov.uk)

**Development Plans**  
email: [development.plans@shetland.gov.uk](mailto:development.plans@shetland.gov.uk)  
*Prepares and maintains the Structure Plan and Local Plan, which set out the framework for development and regeneration, reflecting the priorities established by the Council and local communities with reference to national policy and regulations.*

**Development Management**  
email: [planning.control@shetland.gov.uk](mailto:planning.control@shetland.gov.uk)  
*Seeks to ensure that proposals for new development are carefully considered, taking account of Council policies. It also follows up cases where development has proceeded in contravention of planning control.*

**Building Standards**  
email: [building.standards@shetland.gov.uk](mailto:building.standards@shetland.gov.uk)  
*Checks that new buildings and alterations to existing buildings are constructed in compliance with the requirements of the Building Regulations, for example ensuring that means of escape from fire, insulation and construction are satisfactory.*