Local Place Plans

Mapping Toolkit

August 2023

Dumfries
& Galloway

COUNCIL

LPP Mapping Toolkit

Background

Local Place Plans (LPPs) are community produced plans that show the community's future plans for their specific area. A LPP focuses on the community's proposals for the development and use of land providing the community with an opportunity to feed into the next Local Development Plan (LDP). To be registered, a LPP needs to include accurate maps showing the following:

- A boundary of the area the LPP relates to;
- The location of any land or buildings that the community wishes to identify as being of particular significance to the local area. While communities aren't obliged to identify such land or buildings, doing so will help to highlight the importance they have to the community;
- Any particular building or area of land which has been identified within a LPP for development or for a proposed use needs to be highlighted on the map. This helps to ensure that the proposals are fully defined which is important when the Council is preparing the next LDP. It is not always possible to show the location or extent of a proposal using text alone.

LPPs do not need to be solely related to buildings and land use matters and communities are free to highlight issues of interest to them. There will be some issues or activities that cannot be shown on a map (e.g. community activities).

Standard of mapping

The maps used in a LPP should complement the document and be used to help clarify what the community would like to achieve. The clarity of the maps will be important to help the Council understand the community's intent when producing the LDP. The following list provides some good practice tips for producing a clear map.

- The location and extent of identified features should be apparent when viewing the map. Any features highlighted on an LPP map must be clearly identifiable;
- While many maps use Ordinance Survey as a base, it is not necessary for LPP maps to do this provided that it is clear what is being highlighted;
- It is not mandatory for all the highlighted features to be displayed on a single map. To avoid confusion and improve legibility, a community can use multiple maps if they are displaying an extensive number of features.

Mapping tools

There are a number of tools available online to community groups wanting to produce a map. These are produced by third party providers and although many of these are free to use, they are provided by operators with a commercial interest. As such Dumfries & Galloway Council cannot promote any one of them.

Nonetheless the web sites below are online tools that the Council is aware of that would allow community groups to produce maps that meet the requirements for an LPP. In exploring the options available, community groups should practice due diligence in exploring what the potential data implications are in using any of these options. The appendices to this toolkit cover the following:

- Community Map Scotland
- Felt Mapping

- Google Maps

It is not necessary for an LPP map to be produced by a dedicated mapping tool providing that the map meets the specific criteria for registration as detailed above. Communities can use image capture and editing tools to achieve the same results.

Appendix A: Community Map Scotland

Community Map Scotland has been developed with the Scottish Government's Improvement Service and Parish Online to assist communities with the production of their LPP. Community Councils should have already received an email inviting them to use Community Map Scotland.

https://www.parish-online.co.uk/projects/community-map-scotland

The Parish Online tool is already used widely across parish communities in England and Wales, has been adapted for Scotland and is available for Community Councils to help create maps for their Local Place Plans. Therefore, community groups should be aware that there are other parts of the Parish Online website that relate to the work that they do elsewhere.

It incorporates many useful and interesting datasets about the environment, pollution, planning, transport and community features, and will also enable anyone to look at how far they can travel from any point in their neighbourhood in 5, 10 or 15 minutes by different modes of transport. This will be of great interest as the Scottish Government looks to promote the 20-minute neighbourhood concept.

It could also be a useful way for community groups to engage with their citizens and highlight specific areas of interest or concern in their local areas.

Community Councils can sign up to be part of the Community Map Scotland project by going to www.parish-online.co.uk/scotland and using the code cms12 when they sign up. This will give them 12 months of free access to the software.

Appendix B: FELT Mapping

Felt Mapping allows for maps to be created, edited and saved as images for use in documents. It does not however have the same access to data that Community Map Scotland does.

https://felt.com

The steps below set out how to navigate the Felt website.

Step 1: Register with FELT

There are two options for registration. If you have a Gmail account then it is possible to log into FELT using this. Alternatively, an account can be created by using a valid email address, a name and a password.
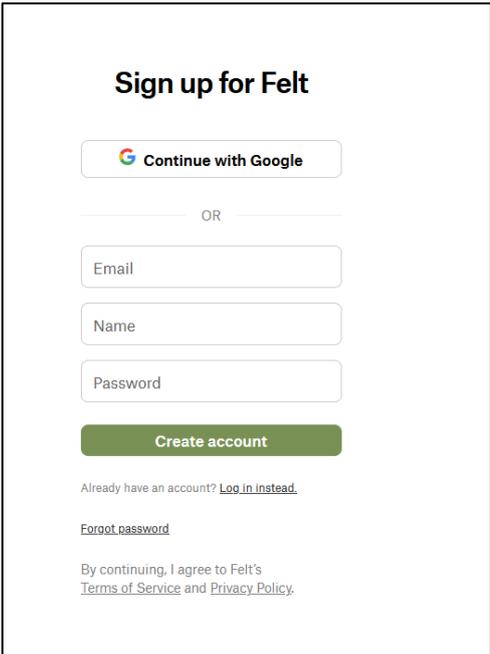
Step 2: Read the Tutorial Map

When logging in for the first time, you will presented with the Tutorial Map which explains how the various drawing tools work.
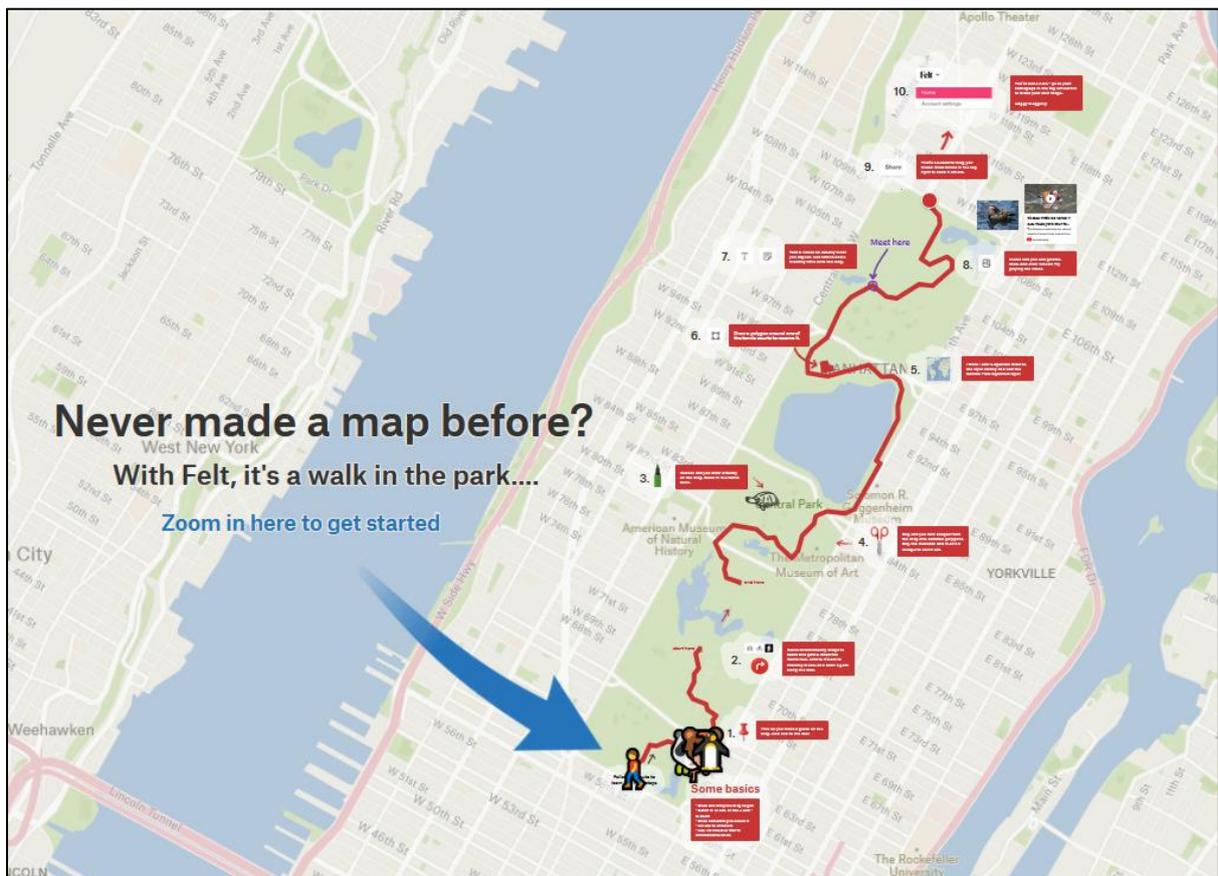
The drawing tools can be found in the bar at the bottom of the screen. Particular attention should be paid to the Polygon tool (outlined in red below) as this will likely be useful for marking up an LPP map.
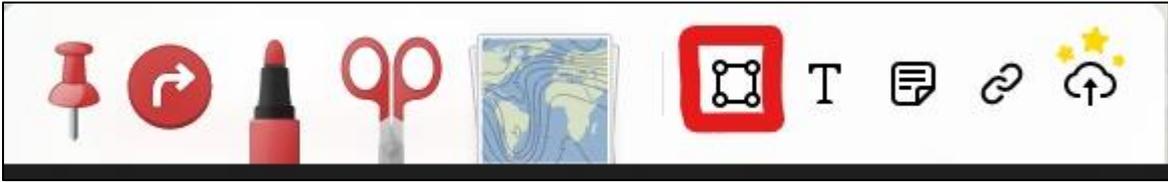
Clicking on this tool opens up a second toolbar that allows you to select a colour and choose between drawing a line or a polygon. Both of these options operate on the same basis. Every left-click on the map will put down a 'point' which upon completion are joined together to create a line or polygon. Double clicking the left mouse button will complete the feature you are currently working on.
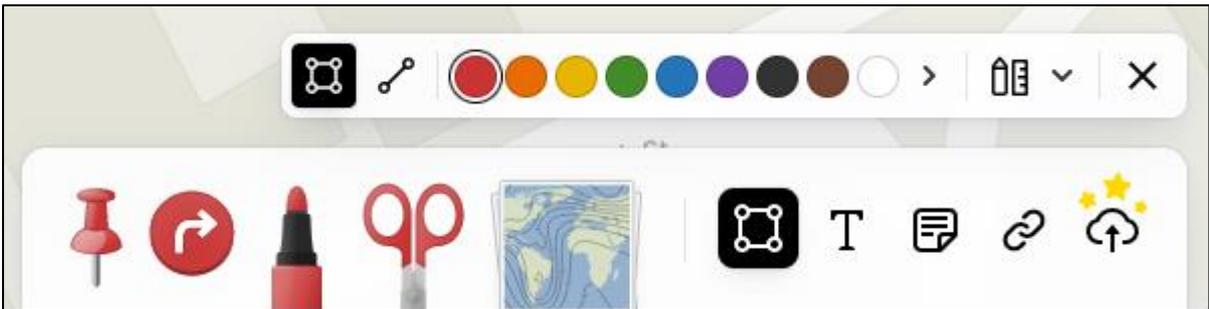

Step 3: Create a New Map

When you are ready to create a new map, click on the drop-down menu towards the top left of the map and click on 'Home'. This will take you to a new screen that displays a number of existing maps.

Towards the top right of the screen you will notice a black button labelled 'New Map.' Upon clicking this you will be presented with a base map with no existing mark-up.

Step 4: Creating an Image from your map

Once you are happy with the changes that you have made, click on the drop-down menu at the top left, move the cursor over file 'File…' and select 'Download as Image' option.
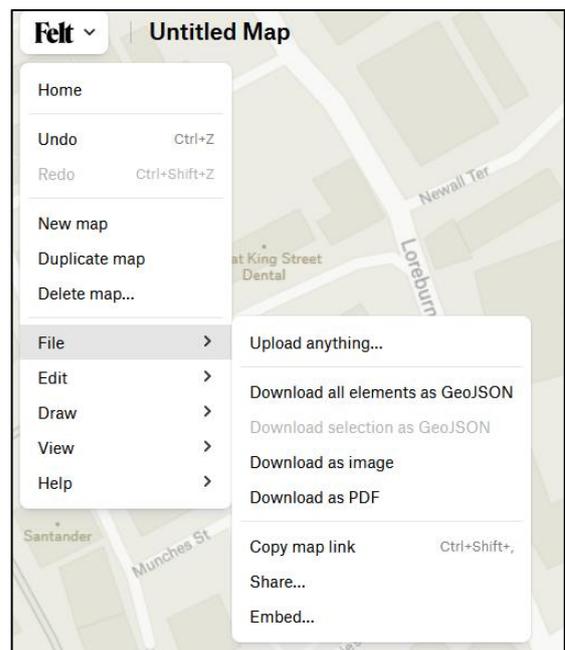
Appendix C: Google Maps

Provided that the community group has a Google account or is willing to create one, Goggle has an application called Google Maps. It has similar map editing features to Felt Mapping, which would allow for the LPP legal requirements can be met. The steps below set out how to navigate and use Google Maps. Please note that Google Maps includes markers for locations and businesses that cannot be removed, so this may not be an appropriate choice for all areas.

Step 1: Navigate to Google Maps

When in the Google home page, you'll find a button towards the top right of the screen. This opens a menu listing the various available applications. Google Maps should be an option in the first row.
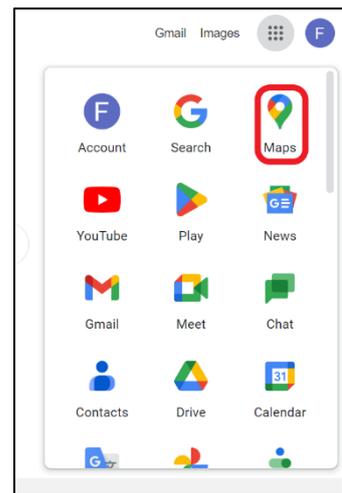

Step 2: Create a map

Upon entering Google Maps, you'll be presented with a map at the national level. On the left hand side of the screen you'll be presented with various options.
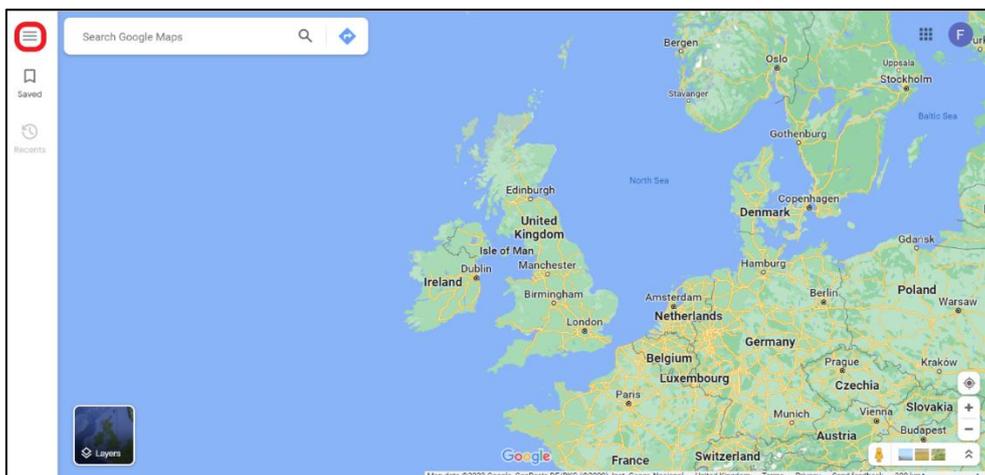
Clicking on the first button opens up more options. By clicking on the 'Saved' option, you'll be presented with a new menu with tabs at the top, the forth of which is labelled 'Maps'.
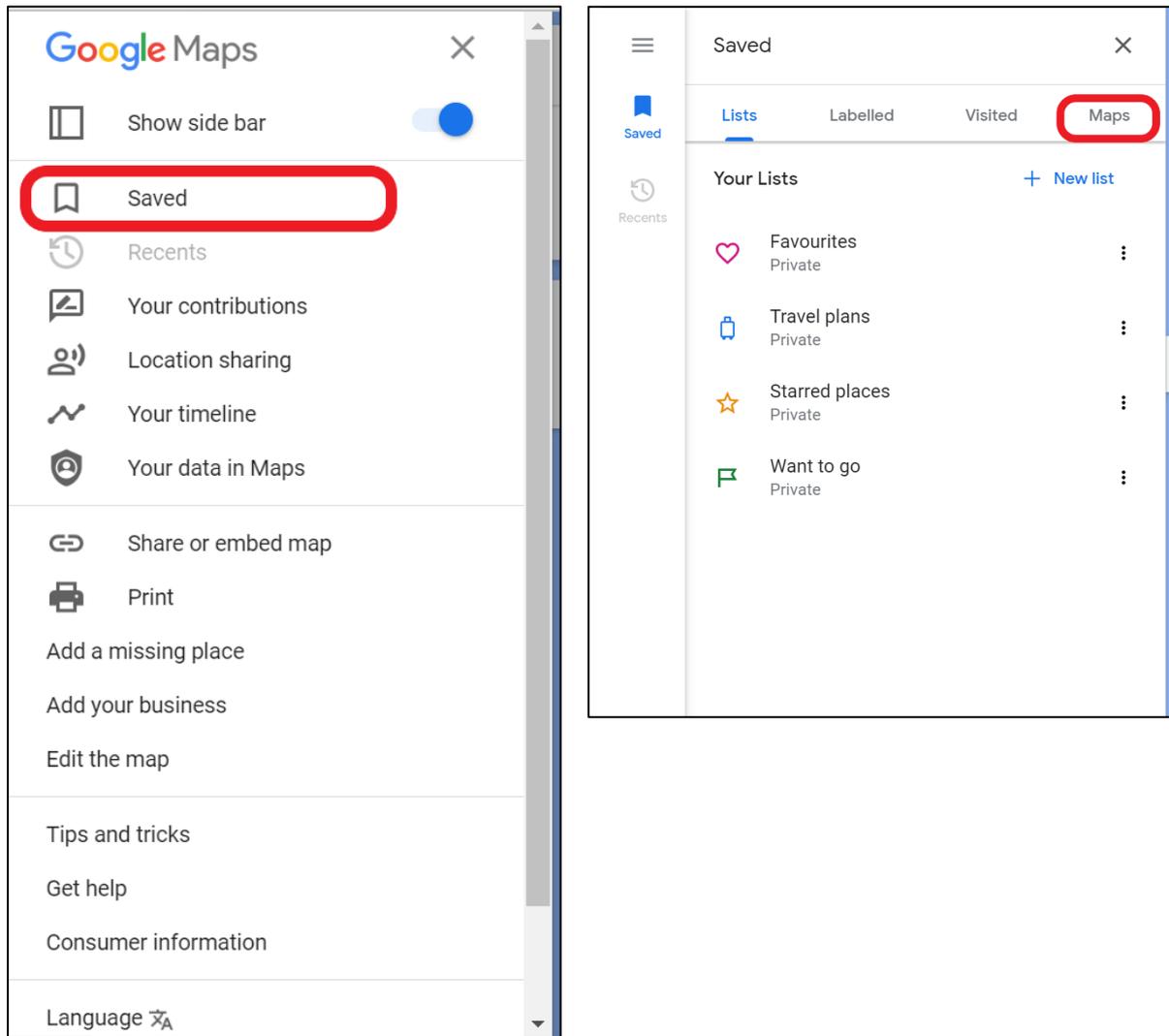
Under the 'Maps' tab you'll be presented with a list of previously created maps and an option at the bottom to 'Create Map'. Click on this to begin creating your own map.
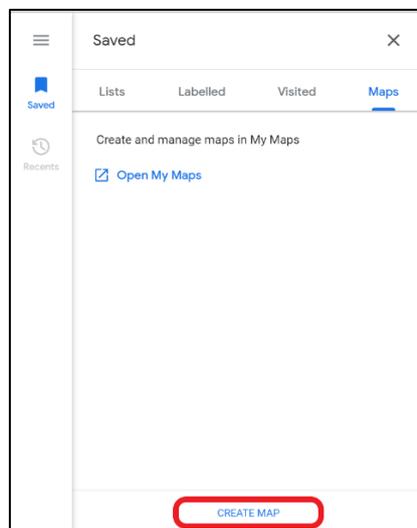
Step 3: Editing your map

Upon creating your map, navigate to your area using the tools provided or the search box at the top left. You can manage your layers using the menu at the top left of the screen and the tools for annotating your map can be found below the search box.
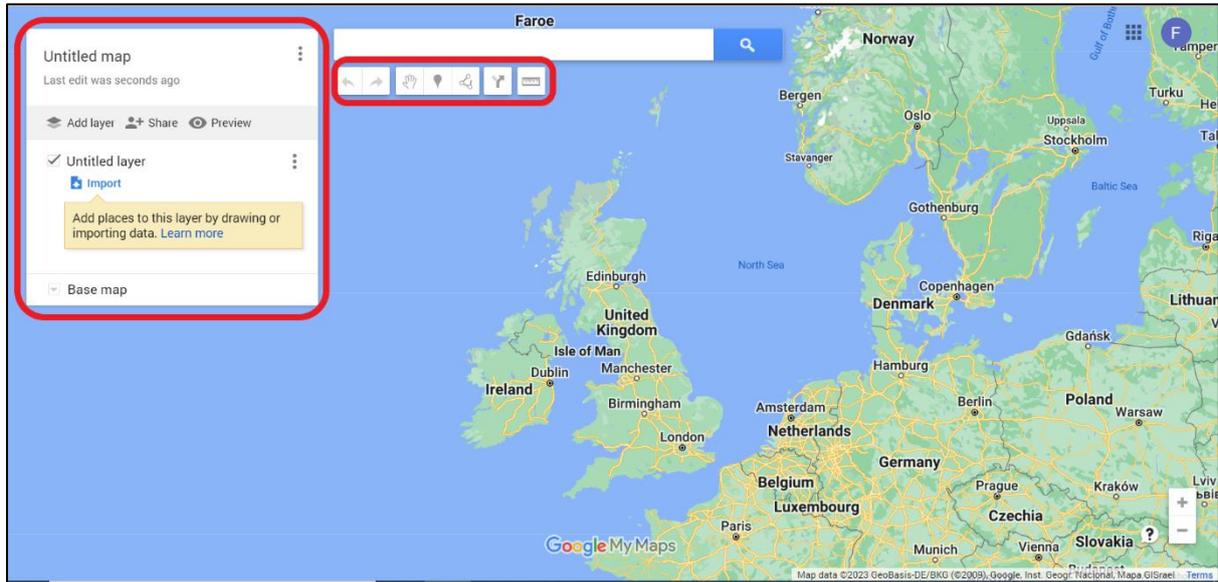
Before you begin editing your map, you should be aware of how the layer controls work. This is managed using the box at the top left of the screen.

By default, your map will be called 'Untitled map' and it will include a single layer named 'Untitled layer'. These can be renamed by clicking on the dots to the right of the menu (highlighted in blue). New layers can be added using the 'Add layer' button (highlighted in red). Towards the bottom of the menu, you can select from a range of base maps (highlighted in green).

The base map is an existing map image. Any layers you create and edit are overlaid above the base map. You can hide these layers by unchecking the box to the left of the layer name.
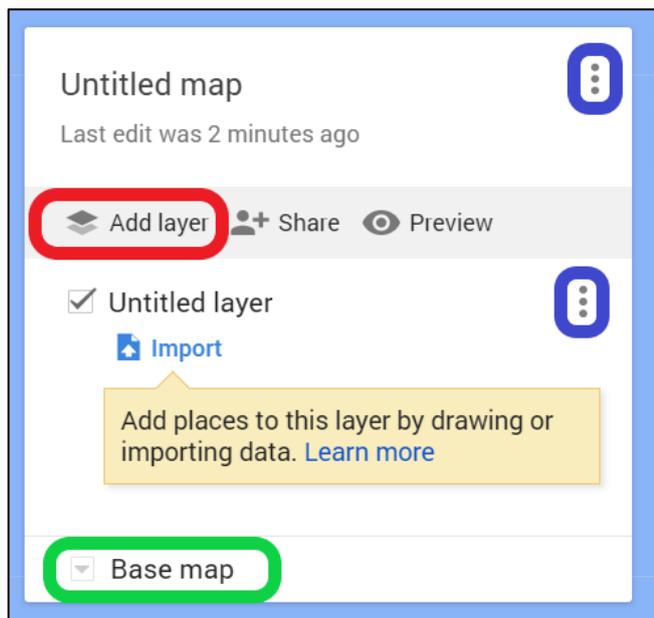

The tools for drawing in your layers can be found via the buttons below the search box. Most of the buttons are for navigation but the 'Add Marker' tool (red highlight) can be used to highlight individual features or buildings while the 'Draw a line' tool (blue highlight) can be used to identify linear features such as roads or paths. Additionally, the line tool can be used to highlight wider areas provided that you end your line at the point at which you started.

Step 4: Saving your map as a pdf

To save your map as a pdf, click on the three dots next to the title of your map and select 'Print Map' from the drop-down list.
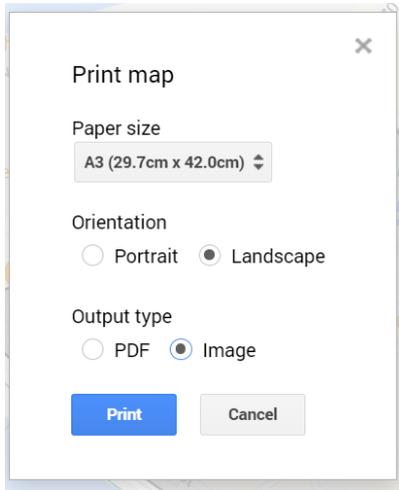
When the Print Map window appears, it is advisable to set the Paper size to A3 and the Orientation to Landscape. The Output type will need to be set to 'Image' in order to save it in your files. Then press the blue 'Print' button towards the bottom of the window.

This will open options for selecting a printer. From the Printer drop-down menu, select 'Microsoft Print to PDF'. When you press the blue 'Print' button towards the bottom of this menu, you will be able to navigate to a location in your file structure where you want the pdf to be saved to.