

Local Place Plans

for your community... let's go!



Local Place Plan Template

Introduction

The following template provides a suggested structure for how you might want to prepare your Local Place Plans. Remember, there is no right or wrong way to create your Local Place Plan. This is a good practice guide you might want to follow; however, it is not mandatory for you to use this template but ensures all of the legal requirements are covered. The format and content of each Local Place Plan should be tailored to the needs of each community.

Your Local Place Team (made up of your local Ward Officer, Planning Officer, and Place-based Economic Development Officer) is there to provide guidance and support to your group in preparing a Local Place Plan. To contact your Local Place Team, you should complete an **Expression of Interest Form** which will be available on the Local Place Plan webpage (www.dumgal.gov.uk/local-place-plans).

If you have specific questions about or require assistance with this template, then you can contact a member of your Local Place Team or send an email to communityempowerment@dumgal.gov.uk.



Cover Page

Your cover page is your audience's first impression of your Local Place Plan. Your cover page should feature:

- The title of your Plan
- The years which the Plan will cover e.g., 2022 – 2027
- The name of your geographic community

Try to keep the cover interesting. You could use local pictures as well as some inspiring quotes from those you have engaged with to grab your reader's attention.

Foreword (Optional)

This may contain a brief account of the community, its history, and highlights along with challenges and be authored by the lead group and its partners.

Contents Page

Detail the sections within your Local Place Plan e.g., Introduction, Context/Description of area, etc.

Introduction

Explain briefly what a Local Place Plan is, who you are and why you are producing a Local Place Plan including purpose of the plan (i.e. to identify community strengths, needs, areas for development and aspirations). Perhaps briefly mention what consultation has taken place and who was involved and include images of engagement events with the community.

Context/Description of the Area

Things you may wish to include in this section:

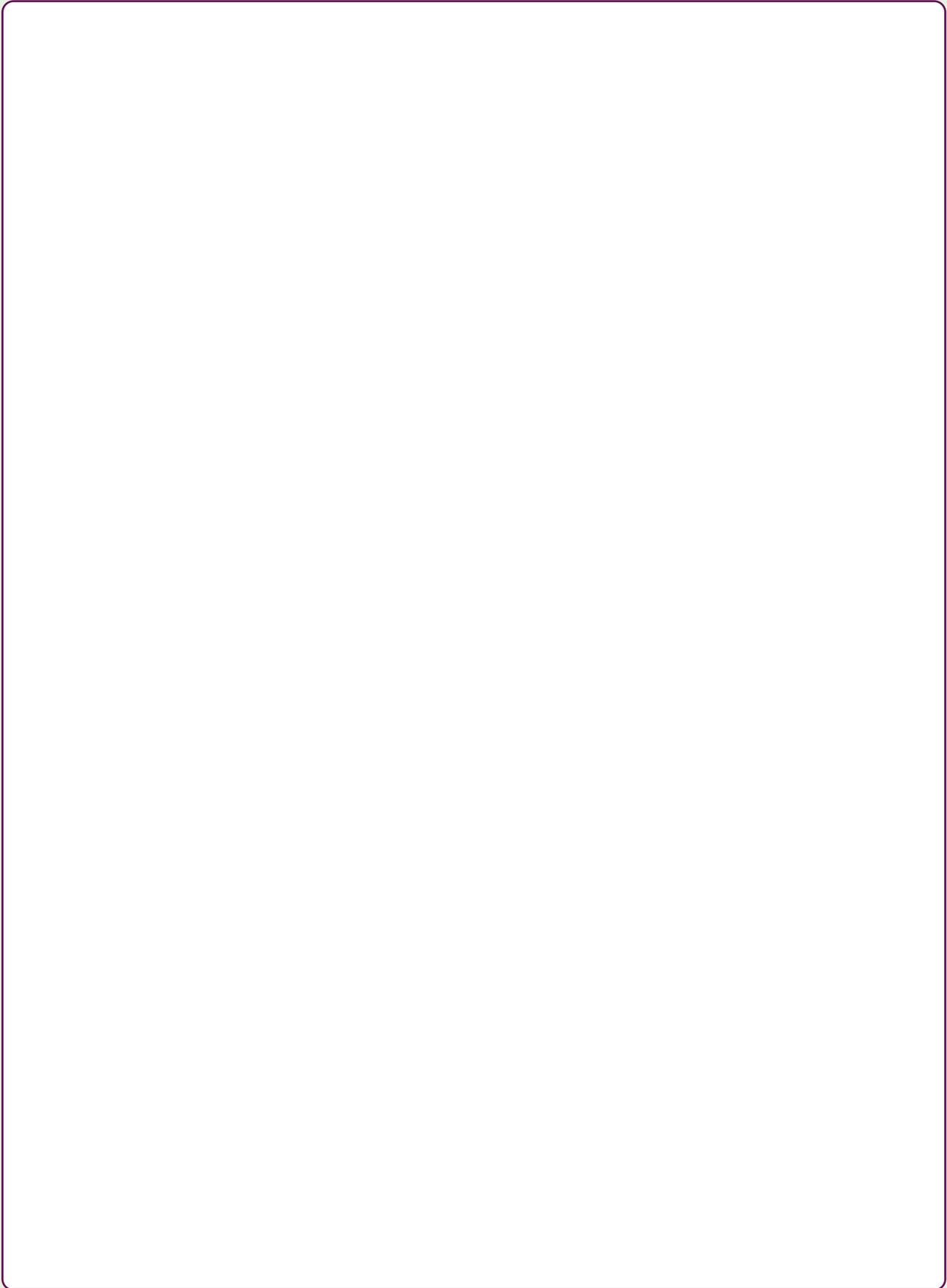
- Population
- Housing
- Education
- Environment
- Transport
- Healthcare
- Etc.

The Place Standard Tool is one of the best guides regarding what questions you may want to ask your community. This will help define the headings for this section of the plan. You can access The Place Standard Tool [here](#).

Insert a Map of Your Community

(you define the boundaries of the community you are consulting)

Your Local Place Team can assist you to create a map of your community.



Assets, Opportunities, Needs and Challenges

Identify the needs of your area following discussion with the community.

This is the core of the Local Place Plan and completion of this section will follow extensive engagement with the local community to determine the range of views of local people around key questions. [The Place Standard Tool](#) is the best guide for this discussion. This engagement needs to involve all sections of your community including least heard voices. Your Local Place Team can advise on engagement methods.

Outline here the engagement activities that your group has carried out and the summary and analysis of the feedback you have received.

Community/Local Place Plan Objectives

This is your vision statement. What does the community want to retain? What does it value? What does it want to improve? What difference will this make?

Action Plan

List potential projects listed and timescales as well as any required resources. This section should relate to the community/Local Place Plan objectives identified. Include any proposed changes to the Local Development Plan that you believe are required based on the community's identified objectives.

Asset Development Map

Insert a map of the Local Place Plan area marking and highlighting any land and properties that the plan indicates should be retained or developed. Provide also supporting narrative to accompany the asset development map. Help from your Local Place Team is available to create your map.

Registration checklist

To ensure that the registration process can proceed smoothly, you will need to have provided the information in the following checklist. Please note that many of the items listed are also detailed in the suggested structure above. These are included for ease of reference.

Registration Requirement	Yes
Confirmation of the Community Body's status (see Introduction above)	
Have 'regard to' National Planning Framework, Local Development Plan and Locality Plan (see Context/Description of Area above)	
You have sent an information Notice sent to Councillors and Community Councils (see Assets, opportunities, needs and challenges above)	
Statement of your proposals as to the development or use of land (see Community/Local Place Plan objectives above)	
Your reasons for amending the Local Development Plan (see Proposed Policy Changes above)	
A map that shows land to which the Local Place Plan relates (see Map(s) above)	
A map showing proposals for development or use of land (see Community/Local Place Plan objectives and Map(s) above)	
Contact details for your organisation	
A statement on your view of the level and nature of support for the Local Place Plan	