



Key Agencies Group Meeting

Thursday 3rd September 2020
10.00am – 12.30pm

Venue: Online

Meeting Summary and Actions

Summary

Members of the Key Agencies Group met online on Thursday 3rd of September 2020. Alan Farquhar chaired the meeting, SEPA, in absence of Katherine Lakeman, SEPA, due to illness. Several topics were discussed including the implementation of digital planning, the work of the current KAG subgroups. We were also pleased to hear from Fiona Rice, Nature Scot, who gave an update on Partners in Planning annual conference and an update on the Planning Skills research findings.

Attendees

Alan Farquhar – SEPA (Acting KAG Chair in Katherine Lakeman's absence)
Tim Moss – Architecture and Design Scotland (KAG Secretariat)
Alison Baisden – Historic Environment Scotland
Kate Givan – Architecture and Design Scotland
Eimear Heavey – Sport Scotland
Jamie McCracken – Scottish Enterprise
Louise Morrall – Scottish Water
Fiona Rice – Nature Scot
Susan Rintoul – Improvement Service
Debbie Livingstone – Systra Transport Scotland
David Wood – Planning Advice for Scotland

Apologies

Denise Angus – Transport Scotland
Dave Bisset – Scottish Water
Irene Beautyman – Improvement Service
Ivan Clark – Nature Scot
Barbara Cummins – Historic Environment Scotland
Sophie Day – Scottish Water
Anna Gaffney – SEPA
Peter Hutchinson – Nature Scot
Sasha Laing – Forestry Scotland
Matt Lowther – NHS
Amy Phillips – Transport Scotland
Morag Mackay – Transport Scotland
Amanda Marshall – Scottish Water
Alasdair McKenzie – Historic Environment Scotland
Katherine Pollard – Scottish Land Commission
Helen Fallas – British Geological Survey
Jim MacDonald – Architecture and Design Scotland
Trevor Moffat – Improvement Service
Dara Parsons – Historic Environment Scotland
Amy Philips – Transport Scotland
Adele Shaw – Historic Environment Scotland
David Stewart – Scottish Land Commission
Brendan Turvey – Nature Scot

Action log

Action	Who?	When?
Alison Baisden to draw together a package of existing information from the recent KAG conference including FAQs, information and photos, to allow KAG members to use and share the content of the event within their own networks.	Alison Baisden	On-going and with input from Peter Hutchinson
Peter Hutchinson to contact the volunteers to begin drawing together joint KAG statement on purpose, principles and partnerships. Volunteers include, Peter Noad, Sean Caswell and Adele Shaw.	Fiona Rice to update	On-going
Katherine Lakeman to review the previous action log and remove irrelevant actions if necessary	Katherine Lakeman	On-going
Kate Givan to attend and share note about a meeting with Scottish Government's Development Planning Working Groups in late September to give headlines on 'form and content on development plans.	Kate Givan	September
Alison Baisden to discuss with Deborah Livingstone involvement with Transport Scotland in the development planning aspects of the Joint Customer Survey	Alison Baisden	On-going
Katherine Lakeman to contact Samantha Stewart at Scottish Government for a presentation or summary of the digital planning report prior to KAGs statement of support.	Katherine Lakeman	September
All organisations to upload to the Partners in Planning webpage their NPF4 responses?	All	On-going
David Stewart to share information about the role KAG can play in an upcoming online event about Vacant and Derelict Land organised by the Scottish Land Commission.	David Stewart	September - October
Alan Farquhar and Katherine Lakeman to circulate SEPA's draft response to the changes to SPP's 'presumption in favour of development that contributes to sustainable development' and will submit as joint statement if there is support to do so.	Katherine Lakeman and Alan Farquhar	On-going
Alison Baisden to help shape our joint response to the interim changes to Scottish Planning Policy 'presumption in favour of development that contributes to sustainable development'	Alison Baisden	On-going
Fiona Rice to supply the list of topics for Partner's in Planning conference and by who.	Fiona Rice	On-going

Fiona Rice to circulate Planning Research Skills report once it is available.	Fiona Rice	October
Tim Moss and Katherine Lakeman to agree on communications process and propose changes to terms of reference document.	Tim Moss And Katherine Lakeman	October

Forthcoming KAG meeting dates

- **26th November 2020**
- **12th March 2021**
- **17th June 2021**
- **16th September 2021**
- **25th November 2021**

Agenda

10:00	1.	Welcome, introductions and apologies
10:05	2.	Planning Act and other updates (Chair) <ul style="list-style-type: none"> – High Level Planning Performance Group updates – Joint Customer Survey update – Digital Planning Advisory Group
10:30	3.	Sub-group updates <ul style="list-style-type: none"> – Skills & training / Partner in Planning (Fiona Rice, SNH) – Placemaking (Katherine Lakeman, SEPA) – Environmental Evidence (Helen Fallas, BGS) – Vacant and Derelict Land (David Stewart, Scottish Land Commission) – Planning Performance Reports & peer review (Alison Baisden, HES) – NPF 4 (Katherine Lakeman, SEPA/All)
11:00	4.	Partner in Planning – Support for the upcoming annual conference Fiona Rice (Nature Scot)
11:20	5.	Update on Planning Skills research findings Fiona Rice (Nature Scot)
11:40	6.	Green Recovery Offer Update Katherine Lakeman (SEPA)
12:00	7.	AOB

		<ul style="list-style-type: none"> - Communication Channels - Terms of Reference - Future Site Visits
		Recap minutes
12:15	8.	Close

Meeting summary

1. Welcome, introduction and apologies

2. Planning Bill Act and Other Updates

High Level Planning Performance Group updates

Alison shared information on the peer review event for the Planning Performance Frameworks set to take place in September. She encouraged others to feed into this as an opportunity to comment on aspects of the planning system as well as the frameworks themselves. She stressed the importance of having expert feedback on how the agencies responded to the lockdown measures.

Joint Customer Survey update

Alison gave an overview of the survey carried out by Nature Scot with HES. The survey unintentionally was taken at the beginning of lockdown and received 59 responses. It had 68% completion rate, which indicates the survey may have been too long and Fiona said the relatively low numbers could be due to GDPR issues.

Regardless, the results have been helpful and will guide a benchmarking report. Findings from the survey show a lack of awareness around the work of KAG, but it was clear that the group was viewed positively. There was also a feeling that the agencies managed to maintain their services during lockdown.

Deborah Livingstone expressed interest in Transport Scotland's involvement in future customer surveys, specifically on development planning.

Digital Planning Advisory Group

Katherine attended the second meeting for the Digital Planning Advisory Group in July and saw their report, which made a case for broader digital planning. Scottish Government has suggested KAG make a statement in support of digital planning. Concern was raised about supporting a policy without having had sight of the report beforehand. It was agreed to request further information on the project' and the report's principles beforehand.

3. Sub-group updates

- Skills & training / Partner in Planning (Fiona Rice, Nature Scot)

Fiona explained the role of Partners in Planning as a 'one-stop shop' for planning practitioners in research and guidance. Fiona called for Key Agencies to share more work with the portal. Later, she touched on the conference later on in the meeting.

Alison requested to see agency responses to the NPF4 call for ideas and suggested this could be uploaded to Partners in Planning for convenience. Fiona mentioned house all responses are on the Scottish Government website, but it was agreed to share them on Partners in Planning for a broader audience reach.

- Environmental Evidence (Helen Fallas, BGS)
Helen shared an update despite her absence. The sub-group submitted the Environmental Evidence report to SG PAD which was positively received. She will update when the report is published, it will remain confidential until later. SG are using the report to guide their digital transformation programme. The sub-group also made links to SLC on regional land use strategies to ensure their reports are consistent. SG recommended developing the iRSS (interim Regional Spatial Strategies) work to support RSS needs. Helen will follow up with SG on these matters.
- Vacant and Derelict Land (David Stewart, Scottish Land Commission)
David shared an update despite his absence. David will be in touch next month with proposals for an online event to discuss Vacant and Derelict Land and the role of KAG members. David thanked all agencies who made a response in agreeing to take part and nominated experts. Alison pointed out there is a plan to create a sub-group for this and David's meeting will be the initial meeting. Alison stated HES were keen for involvement to bring older buildings into use.
- Planning Performance Reports & peer review (Alison Baisden, HES)
Alison shared how despite the timeline being knocked back by COVID, she recommended writing a Planning Performance Framework report, nonetheless. A few agencies are not preparing a PPF but gathering what we have is important. Alison invited members to attend the discussion on their PPFs and Peer Review as a good opportunity to feedback on the planning system.
- NPF 4 (Katherine Lakeman, SEPA/All)
Katherine is discussing a NPF4 workshop with Fiona Simpson and shared how the Development Planning subgroups will restart soon. KAG are members of all 3 groups: Process (Katherine), Scoping (Kate Givan A&DS) and Evidence (HES).

Katherine invited discussion on the recent removal of the presumption in favour of sustainable development. Alison explained the context behind this (see Gladman vs Scottish Ministers). She was broadly in support of the

changes but unsure on unintended consequences with LDP's that are out of date. Alison offered to help with joint response and was keen for other agency perspectives. There was broad support for a response as a principle but raised issues with some industries in green energy to be addressed. Alan will circulate SEPA's draft response and will submit as joint statement if support is general. Alison expressed support of a general agreement towards a plan-led system within the

4. Partner in Planning – Support for the upcoming annual conference

Fiona Rice (Nature Scot)

Fiona Rice discussed the annual conference. The last event was well received. Kevin Stewart attended the launch at the Engine Shed. This year will have an online version of the sessions this time due to Lockdown measures. These will be 1- or 2-hour free sessions over 5 days in November. The themes for the sessions will be based on climate change and planning, broken down into 'climate change: an overview', 'carbon conscious places' (led by A&DS), 'green urban areas' (led by Nature Scot), and 'infrastructure and transport' led by HoPS.

Other topics proposed include 'wastewater issues led by Scottish Water, 'Vacant and Derelict Land' led by the Scottish Land Commission, and 'mitigating climate change effects in historic places' led by HES. Fiona is still looking for speakers and hosts for the overview session. Fiona and Susan Rintoul also invited volunteers for other topics and for feedback on the event format.

Susan Rintoul and Trevor Moffatt will hold a session to run through logistics and programme for the event with all speakers and hosts in the run up to the event. Alison agreed to feedback about the event to the HES team for speakers and session hosts on climate change in historic places.

5. Update on Planning Skills research findings

Fiona Rice (Nature Scot)

Fiona fed back the findings given from the Partners in Planning event. The project is near completion, the full report pending but draft executive summary has been circulated, which is still confidential. Fiona gave an overview of the report findings about the planning sector. There are 1,600 The private sector employs more planners than the public, and its estimated that the sector needs 500 new planners over the next 15 years to cope with the ageing workforce. There is a slight increase in the numbers of graduates. Interviews carried out with KAG partner members and others. There are 3 focus areas: promotion, awareness raising and development. A route map for retention of new planners to create a sustainable supply. Fiona will circulate report once it is available. The report will inform a collaborative approach from the Partners in Planning group across the sector.

6. Green Recovery Offer Update

Provided by Kate Givan (A&DS)

Since last meeting there has been lots of activity. The Green Recovery offers was shared in early summer. This led to several initial enquiries for support. There is a wide range of projects from regional spatial strategies to masterplans for housing sites. It takes the pilot work undertaken last year at Forthside, Stirling, and looking to role this out on a wider scale

Indications of a strong appetite from local authorities to have led to a lot of scoping work. Since the letter, a more formalised this offer document has been published which clarifies what is offered and when. For next steps, the sub-group is working out how digital engagement will work in a more structured way, considering other agencies statutory responsibilities.

At Nature Scot is looking at the requests for overlap with their organisations priorities, being led by Ivan Clark.

7. AOB

- **Communication Channels**
Tim Moss spoke to Katherine Lakeman on how we can expand our reach in response to the survey outcomes and there will be an agreement on the communication process going forward. Alison Baisden asked if we could circulate joint responses on the Scottish Government webpage. This could also be promoted more through the Twitter handle. Alison suggested sharing and reworking earlier slides on the Green Recovery more widely. Kate Givan agreed to discuss this in the Placemaking sub-group next week
- **Terms of Reference**
Katherine Lakeman included this in the agenda to encourage the group to review and suggest updates to the terms of reference document. Quick changes, such as changing SNH to Nature Scot will be made.
- **Joint Statements**
Fiona Rice mentioned upcoming opportunities through Scottish Government initiatives such as the programme for government, NPF4 and new infrastructure strategy. Alison discussed how joint statements are worthwhile but are resource intensive and stressed a need for improving the groups process for this. Alan suggested that responses could be coordinated by a rota or voluntary system, or even an expert agency-led and that the decision for this could be done on an Ad-hoc basis. Tim suggested that 'principles' could be added to the Terms of Reference which could be pulled out to use on quicker responses. Alison suggested we find key contacts from each agency to create a consultations sub-group to pull out what we should lead on. Kate Givan shared how A&DS are trialling an inhouse method with a join meeting to see if this produces snappy responses, but this does not mean responding to each point in a consultation.

Alison shared that HES have drafted a town centre consultation response and invited other agencies to join this. Kate Givan agreed to share A&DS' response.
- **Updated Site Visits Protocol**

Alison discussed new protocols to site visits and requested to see what approach other agencies were taking. Currently some agencies require a much higher level of sign off than before, risk assessments and mitigatory measures to prevent the spread of Covid. Several agencies agreed to share with Alison their current protocols.

- AOB

Kate Givan to attend and share note about a meeting with Scottish Government's Development Planning Working Groups in late September to give headlines on 'form and content on development plans.

Appendices:

Appendix 1 Action log from last meeting

Action	Who?	When?
Alasdair to circulate the email sent by NACWG to wider KAG and agree a meeting date for them to attend to share their work and potential connections to the work of KAG.	Alasdair McKenzie	ASAP
All Agencies to begin the process of considering what are the key information/data requirements which they require during the review and assessment of land allocations or planning application assessment, to inform the further development of the Planning Gateway tool as being developed by the Scottish Government.	All	On-going
Alasdair to speak to Scottish Government about the Ryden research paper and findings and advise if further interim meeting to answer KAG questions on the recommendations of the paper is appropriate	Alasdair McKenzie	ASAP
Sarah Shaw (HoPS) to enquire if Scottish Government attending next HoPS Development Management meeting and will advise KAG of their response to questions raised	Sarah Shaw	On-going
All to complete table as circulated by Anna regarding individual agency role, remit, functions and staff for Matt Lowther at Public Health Scotland to inform understanding of KAG input and role in planning system.	All	On-going
Katherine to circulate Service Level Agreement for Agencies to update as appropriate	All	