



## NPF4 – SUPPORTING A COMMUNITY EVENT – A SELF-READ GUIDE

*This guide provides information to assist communities to run their own event to feed in ideas and contribute to preparation of the National Planning Framework (NPF4).*

### WHAT IS NATIONAL PLANNING FRAMEWORK 4?

The National Planning Framework (NPF) is a long term plan for Scotland that sets out where development and infrastructure is needed to support sustainable and inclusive growth. NPF4 will address the following high level outcomes:

- Meeting housing needs, in particular, for older people and disabled people
- Improving the health and well-being of people living in Scotland
- Increasing the population of rural areas of Scotland
- Improving equality and eliminating discrimination
- Meeting any targets relating to the reduction of emissions of greenhouse gases
- Securing positive effects for biodiversity

The process of preparing NPF4 has started with the aim to lay a draft in the Scottish Parliament in September 2020. NPF4 will incorporate **Scottish Planning Policy (SPP)** which contains detailed national policy on a number of planning topics. For the first time, national spatial and thematic planning policy will be provided in one place.

### ABOUT THIS GUIDE

This guide describes how you might want to run an NPF4 event. It contains:

- A suggested structure to facilitate your event
- Reference to materials that can assist in your event
- A template for recording your discussions

More information is available at [www.transformingplanning.scot](http://www.transformingplanning.scot). In particular you may wish to refer to a [self-read presentation](#) which gives an overview of the NPF4.

Specific questions are suggested to stimulate thinking about aspirations for the future of Scotland and how the planning system might deliver them:

1. **What development will we need to address climate change?**
2. **How can planning support our quality of life, health and wellbeing in the future?**
3. **What does planning need to do to enable an economy that benefits everyone?**
4. **How can planning improve and strengthen the special character of our places?**
5. **What infrastructure do we need to plan to realise our long term aspirations?**

The guide is based on a structure similar to that being used in Scottish Government led workshops which lasts roughly an hour. You can follow this or alternatively you can adapt it to suit your own circumstances.

### SUBMITTING RESPONSES

Responses can be sent to [ScotPlan@gov.scot](mailto:ScotPlan@gov.scot) along with an accompanying [Respondent Information Form](#). Ideas received during the early engagement period will inform the preparation of Draft NPF4 which will be subject to full consultation in the Autumn.

We would be interested to know about any engagement events you are planning. You can contact us on [Scotplan@gov.scot](mailto:Scotplan@gov.scot) about this or any questions.

## A STRUCTURE TO FACILITATE YOUR EVENT

Time approx	Stage	Comments	Props
5 mins	<b>Introductions</b>	Allow time for people to introduce themselves and say why they are attending the discussion	
10 (15)	<b>Setting the context</b>	Explain the NPF4 background – you might use the <a href="#">presentation</a> or make reference to trends analysis or other material available on our webpage. Briefly outline the format and proposed timing for your event.	Laptop, projector, wall boards of information(?) such as trends or projections?
15 (30)	<b>Exercise 1 – postcards that describe 2050</b> 1. <b>CARBON (BLUE)</b> - Climate Change 2. <b>PEOPLE (YELLOW)</b> – Quality of Life & Health & Wellbeing 3. <b>WORK (RED)</b> - Inclusive Growth / Economy 4. <b>PLACE (GREEN)</b> - Character 5. <b>DELIVERY (GREY)</b> - Infrastructure needed	Brainstorm the sorts of things you would like to see happen, by ‘sending a postcard’ that describes Scotland 2050. Remember to describe why you want these things to happen. Postcards could be addressed to those who you think are best placed to help to deliver this.  Use different coloured postcards to capture ideas and comments relevant to each of the colour coded questions.	5 coloured sets of postcards – blue, yellow, red, green, grey  5 coloured sets of pens  Copies of the 5 colour coded Questions/prompts
10 (40)	<b>Gather feedback</b>	Reflect on key messages that people would like to see happen. Are there themes emerging? Think about any relationships with Scottish Planning Policy (SPP) – do you think messages from the postcard session might help shape SPP?	Background information on Planning Policy is available as a resource at the webpage
15 (55)	<b>Exercise 2 – map ideas</b> Map spatially where postcard themes / ideas will happen	Thinking about ideas and themes that were raised through the postcard session, use the blank maps and colour coded pens to draw where ideas might happen.	Blank A0 maps + 5 coloured pens
5 (60)	<b>Closing comments</b>	summarise ideas in the template and send to the NPF4 team.	Submission template – below

**A template for recording your discussions is available below.** It is preferable to write up any feedback while it is still fresh in your memory. But, if this is not possible, you can always refer back to the postcards and doodle maps that were produced. We would like to receive ideas by the start of April 2020.

If you are unable to respond online, please send your response to:  
NPF4 Team Area 2-F South Victoria Quay Edinburgh EH6 6QQ

# National Planning Framework 4: Feedback Form

Event:	
Venue:	
Date:	
Number attending:	

**Exercise 1: Summarise up to THREE key themes which came out from the discussions on the postcards**

**1. CARBON (BLUE)**

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**2. PEOPLE (YELLOW)**

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**3. WORK (RED)**

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**4. PLACE (GREEN)**

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**5. DELIVERY (GREY)**

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**Feedback: do you want to add any other comments?**

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**Exercise 2: Summarise up to THREE key themes which came out from the mapping exercise  
(You can also take photos of the map(s) on your phone and send them to us)**

**1. CARBON (BLUE)**

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**2. PEOPLE (YELLOW)**

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- 

**3. WORK (RED)**

- 
- 
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**4. PLACE (GREEN)**

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**5. DELIVERY (GREY)**

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**Feedback: do you want to add any other comments from the maps?**

Thank you for taking the time to undertake your community event. Please complete this form and return it, along with an accompanying [Respondent Information Form](#), to [ScotPlan@gov.scot](mailto:ScotPlan@gov.scot)

If you are unable to respond online, please send your response to:

**NPF4 Team, Area 2-F South, Victoria Quay, Edinburgh EH6 6QQ**