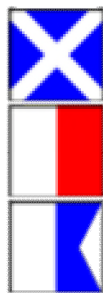




# **Mallaig Outer Harbour Improvements**

## **Pre-Application Consultation Report**



**MALLAIG  
HARBOUR  
AUTHORITY**

**Date: 29/10/2021**

**Document Number: 69/REP/05**

## Document Control

	Name	Title	Signature	Date
<b>Author</b>	Ewan Beveridge	Environmental Consultant		15/10/2021
<b>Reviewer</b>	Fiona Henderson	Director		19/10/2021
<b>Authoriser</b>	Kirsty Macdonald	Senior Environmental Consultant		20/10/2021

<b>Effective Date:</b>	<b>02/11/2021</b>
------------------------	-------------------

Revision No:	Signature	Comments	Date
1A		For internal review	15/10/2021
1B		For client review	20/10/2021
1		For issue	02/11/2021

## Contents

1	Introduction.....	1
2	The Proposal .....	1
3	Consenting Requirement .....	1
3.1	Marine Licence .....	1
3.2	Pre-Application Consultation .....	2
4	Engagement Strategy .....	2
4.1	Engagement Principles .....	2
4.2	Engagement Objectives .....	2
4.3	Engagement Definitions.....	3
4.4	States of Engagement.....	3
4.5	Engagement Considerations .....	3
4.6	Stakeholder Engagement Tools Utilised.....	3
4.6.1	Statutory Consultee Engagement .....	3
4.6.2	Online Public Event .....	4
4.6.3	Local Media.....	4
4.6.4	Website.....	4
4.6.5	Posters .....	4
4.6.6	Email .....	5
4.6.7	Questionnaires.....	5
4.6.8	Individual Discussions.....	5
5	Consultation Feedback and Discussions .....	5
5.1	Online Event Discussions .....	5
5.2	Questionnaire Feedback .....	7
5.2.1	Quality of Information Provided .....	8
5.3	Individual Discussions .....	8
5.3.1	MOWI.....	8
5.3.2	Ferguson Transport.....	8
5.4	Written Responses .....	9
6	Evaluation of PAC Event .....	9
7	Conclusion .....	11
8	References.....	12
9	Glossary.....	12
	Appendix 1: An Overview of SP=EED .....	13
	Appendix 2: Example Statutory Consultee Letter .....	16

Appendix 3: Event Slides .....	17
Appendix 4: Oban Times Advert.....	18
Appendix 5: Web Site Text .....	19
Appendix 6: Poster.....	20
Appendix 7 : Questionnaire.....	21

## 1 Introduction

This Pre-application Consultation (PAC) report lays out the public and stakeholder engagement carried out to support the marine licence application for the Mallaig Outer Harbour Improvements (MOHI). The purpose of this report is to capture, analyse and review the output of the consultation undertaken with the local community in relation to the proposed MOHI.

This report provides a brief description of the development, and the legislative requirements that both the development itself, and the consultation process must satisfy before describing the consultation undertaken in detail and discussing the outputs of the engagement process. An evaluation of the overall process in terms of its effectiveness against the Planning Aid for Scotland's SP=EED framework (Successful Planning = Effective Engagement and Delivery) is also provided. The report has been completed by Affric Limited in consultation with Mallaig Harbour Authority (MHA) and their design engineers Wallace Stone.

The temporarily modified PAC Report Form has been completed in line with the Marine Licensing (Pre-application Consultation) (Scotland) Regulations 2013, as amended by The Marine Works and Marine Licensing (Miscellaneous Temporary Modifications) (Coronavirus) (Scotland) Regulations 2020. The details with regard to Questions 1, 4, 5, 6, 7 and 8 of the form are provided within this document to allow a comprehensive response to be provided.

In line with the relevant PAC guidance (Marine Scotland, 2014), the consultee groups are discussed, copies of advertisements and reference material have been appended, comments received and associated responses provided are discussed.

## 2 The Proposal

MHA are proposing to construct a new splay berth and deepen the waters within the Outer Harbour area of Mallaig Harbour. The MOHI will cover a total area of 33,000m<sup>2</sup> and will provide additional berthing space, operational quayside, and laydown space, primarily for the fishing and aquaculture sectors. The harbour improvements will accommodate an increased number of vessels and the dredge will allow for deeper draughted vessels, including well boats, to enter the Outer Harbour in all tide states.

## 3 Consenting Requirement

### 3.1 Marine Licence

As per Part 4, Section 21 of the Marine (Scotland) Act 2010, various activities require a Marine Licence issued by the Marine Scotland Licensing Operations Team. Construction and a capital dredge and disposal Marine Licences are being sought for the project.

The screening opinion received from Marine Scotland on the 8<sup>th</sup> of July 2021, under the Marine Works (Environmental Impact Assessment (EIA)) Regulations 2017, did not require the submission of an EIAR to support the Marine Licence applications.

### 3.2 Pre-Application Consultation

The Marine Licensing (Pre-Application Consultation) (Scotland) Regulations 2013 prescribe the marine licensable activities that are subject to PAC and, in combination with the Marine (Scotland) Act 2010, set out the nature of the pre-application process. The Mallaig Outer Harbour Improvements Splay Berth & Deepening falls within regulation 4(d) as a construction activity within the marine area that exceeds 1,000m<sup>2</sup> therefore, the project is required to go through the PAC process. Consultation was carried out to meet the requirements of the 2013 Regulations, as modified by The Marine Works and Marine Licensing (Miscellaneous Temporary Modifications) (Coronavirus) (Scotland) Regulations 2020 which allow for online PAC events to be held during the coronavirus pandemic. This report has been developed in line with Section 8 of the Marine Licensing (PAC) (Scotland) Regulations 2013 and Section 24(1) of the Marine (Scotland) Act 2010.

## 4 Engagement Strategy

### 4.1 Engagement Principles

The consultation and engagement strategy is founded on sound principles and best practice drawn from the organisations' professional experience as well as Planning Aid for Scotland's SP=EED framework (Successful Planning = Effective Engagement and Delivery – A Practical Guide to Better Engagement in Planning) (PAS, 2020). Further information regarding the SP=EED framework is provided in Appendix 1.

### 4.2 Engagement Objectives

The aim has been to work with all stakeholders (organisations, individuals, and the local community) who have an interest in the project, whether as a result of their activities or their location. This has enabled the project team to take on board feedback during the pre-application phase of the development to inform the design where appropriate.

The objectives in relation to the engagement process can be summarised as follows:

- To engage with stakeholders (organisations, individuals, and the local community) who either have an interest in the project or have the potential to be directly affected by the proposed project;
- To ensure that stakeholders gain a suitable understanding of the proposals;
- To receive input on the design, particularly regarding the Splay Berth, the need for dredging, and any environmental issues not already considered;
- To fulfil marine licencing obligations; and
- To achieve best practice in engagement (including applying Planning Aid for Scotland's SP=EED criteria, aiming for level 2).

### 4.3 Engagement Definitions

Stakeholder engagement is a combination of two main elements; communication and consultation. These terms can be defined as follows:

- Communication: Keeping stakeholders fully informed on the progress of the development and educating them about the relevant processes involved and the project itself so that they can make informed decisions regarding the proposal. This is typically a one-way process;
- Consultation: Providing information/options and discussing these with stakeholders, thereby giving them the opportunity to influence the design of the development. This is an interactive and iterative process which involves listening and being responsive.

### 4.4 States of Engagement

Engagement activities have taken place at key milestones during the project's development and will follow the established pattern outlined below:

- Identify: identification of stakeholders;
- Communicate: provide appropriate information to stakeholders;
- Consult: discussing issues which influence the final design of the development; and
- Record: throughout the engagement, views and opinions have been systematically captured.

### 4.5 Engagement Considerations

The formal PAC process for the Mallaig Outer Harbour Improvements Splay Berth & Deepening development began in 27<sup>th</sup> of August 2020 during the COVID-19 pandemic. Restrictions on social gathering therefore meant that many of the traditional forms of public engagement such as public meetings and exhibitions were unable to be held. Modifications made to the regulatory context around the PAC process now allow for virtual events to be utilised whilst coronavirus restrictions eliminate the possibility of holding such events in-person, as described in Section 3.2. Consideration went into ensuring this virtual form of stakeholder interaction did not detract from the ability of the public to engage with the design process and raise any concerns or comments they had, which could then be taken onboard by the project team.

A flexible approach was adopted throughout each stage of the consultation process. This allowed the project team to respond and react appropriately to new challenges as they arose.

### 4.6 Stakeholder Engagement Tools Utilised

#### 4.6.1 Statutory Consultee Engagement

As discussed in Section 3.1, a screening request was sent to Marine Scotland and a formal screening response was received on the 8<sup>th</sup> of July 2021.

MHA gave notification to relevant delegates that an application for a marine licence was to be submitted and that PAC was required. Letters (an example of which can be found in Appendix 2) were sent to the following delegates on the 27<sup>th</sup> of August 2020:

- Northern Lighthouse Board;

- Maritime and Coastguard Agency;
- Scottish Environment Protection Agency (SEPA);
- Marine Scotland; and
- NatureScot.

#### **4.6.2 Online Public Event**

An online public event was organised to convey information about the proposed development to any interested parties and stakeholders and provide an opportunity to provide feedback on the proposals. This took place on the 5th of November 2020 and ran from 19:00-20:00. The event was conducted over 'Zoom' video conferencing software because of the restrictions on social gatherings in place due to the COVID-19 pandemic.

The event was hosted by Affric and involved a presentation given by a series of specialist panel members from Wallace Stone, MHA and Affric. The presenters, supported by PowerPoint slides (Appendix 3) gave a description of the project's background, descriptions and technical drawings of the proposals, the consenting route, the environmental considerations and the next steps for the project. The presentation portion was followed by a virtual discussion session between the project team and the event attendees. This approach was taken to allow stakeholders and members of the public to learn about the project and receive answers to any questions they may have had.

A transcript of the comments and questions submitted over the Zoom 'Chat' function at the event were obtained. As discussed in Section 4.6.7, participants were also encouraged to complete a questionnaire following the event to gather feedback on the project.

#### **4.6.3 Local Media**

Advertisements were posted in The Oban Times, West Word and the West Highland Free Press newspapers on the 27<sup>th</sup> of August 2020 over 6 weeks prior to the Online Public Event and again the week before the event. This advertisement strategy ensured compliance with PAC legislation, while increasing the chance it would be noticed by interested parties and improve turnout at the events. As can be seen in Appendix 4, the advertisement included instructions on how to join the event.

#### **4.6.4 Website**

Advertisements for the PAC event and instructions on how to join it were made available on the MHA website, at <https://mallaig-harbour.com/news/>. Following the event, the materials presented during it were also hosted on the website, along with a link to the questionnaire and a recording of the event (Appendix 5). These materials were also available on the Affric website, at <http://affriclimited.co.uk/News/Consultations.php>. The 'News' page of the MHA website will also continue to post periodic updates on the progress of the development.

#### **4.6.5 Posters**

A poster, as seen in Appendix 6, was also utilised to advertise the Online Public Event. Copies were displayed in accessible locations around the village, including on the Co-op noticeboard and at the entrance to the Harbour Office building. Notice was also circulated via email to likely interested stakeholders, including the Mallaig and North-West Fishermen's Association, MOWI, Caledonian Maritime Assets Ltd, Denholm Fishselling and Transport Scotland .



#### **4.6.6 Email**

An email address ([consultation@affriclimited.co.uk](mailto:consultation@affriclimited.co.uk)) was provided in the various public notices. This allowed requests for zoom links to be sent and for direct correspondence with the project team.

#### **4.6.7 Questionnaires**

A questionnaire, as seen in Appendix 7, was utilised to gather information following the Online Public Event. It allowed members of the public to feedback any comments, concerns, and questions they had which could then be taken onboard by the project team. The questionnaire asked specific questions with regards to the development, and gathered general information on those attending the event in order to provide an overview of the responding demographic. The question format was a mixture of free text boxes which allowed respondents to express their own concerns and views, accompanied with a number of tick box questions which asked participants direct questions.

The questionnaire was made available on the MHA website to facilitate submission after the event. One completed questionnaire was received. Responses to the feedback given in the questionnaire are discussed in Section 5.2.

Data was collected for the specific purpose of understanding the demographic of the stakeholders attending. The data has been handled in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Personal data collected is for the specified explicit and legitimate purposes of PAC and not processed further in a manner that is incompatible with those purposes. Affric, MHA and Wallace Stone have ensured compliance with all requirements under the Data Protection Act 2018.

#### **4.6.8 Individual Discussions**

During the event, attendees were encouraged to get in contact with the project team should they wish to have a more detailed discussion about the proposals. Offering participants the chance for a one-to-one discussion allows them to receive a detailed response from the relevant project partner and for it to be tailored to the consultee's needs, in terms of specific information provided and the level of technical detail given.

Individual discussions were also held with organisations that utilise the harbour facilities, the results of which are summarised in Section 5.3.

## **5 Consultation Feedback and Discussions**

### **5.1 Online Event Discussions**

As discussed in Section 4.6.2, the questions and comments raised over the Zoom 'Chat' function during the discussion portion of the Online Public Event were recorded. Answers were given to each of these questions during the event and have also been provided in Table 5.1, including more up to date information where appropriate.

**Table 5.1: Feedback Received During Consultation Event and Response**

Feedback	Response
What is the timeframe for consultation and development?	The deadline for consultation responses was the 20 <sup>th</sup> of November 2020. It was highlighted that there will be the ability to provide input to Marine Scotland with regard to the licence application once it has been submitted. The construction period was anticipated to last for less than a year, with the exact start date dependent on funding. The construction timeframe is now thought to be closer to 18 months, this will be confirmed once a construction contractor is appointed.
What ecological baseline information will need to be collected and are there any seasonal sensitivities?	It was stated during the PAC event that it was likely that a desk based assessment of ecological receptors would be sufficient to inform the marine licencing and appropriate identification of mitigation. <i>Please refer to the Supporting Document for full details on the environmental considerations of the development (Affric Limited, 2021).</i>
What are the biggest risks to timescales and costs in terms of the project process?	There is a need to gain the appropriate marine licence consents, once these are in place then the project will be tendered and subject to normal market forces with regard to costs. The reuse of dredge materials within the project will help to reduce uncertainties associated with infill material costs, however this isn't true for the piles and concrete elements.

At the end of the presentations, there was discussion around the questions posed within the presentation (Appendix 3). With regard to the Splay Berth design, there was discussion regarding the wave climate, it was explained that the open pile structure with rock armour behind and the addition of rock armour on the corner between the Steamer Pier and the Stub Breakwater are specifically designed to manage the wave climate. Modelling has been utilised to inform their design. The potential for inclusion of services on the Splay berth was discussed and welcomed.

With regard to the option to increase water depth, this was welcomed by all users, as it is recognised that existing boats have tidal restrictions including when accessing ice. It was also noted that boats will only get bigger.

From an environmental perspective no additional issues for consideration were identified.

## 5.2 Questionnaire Feedback

Only one questionnaire was completed and returned. Due to the very small number of responses, none of the information received from the questionnaires has been utilised to inform analysis into demographics.

The questionnaire contained the following question: *"What aspects of the project are you most interested in?"*. The one respondent chose *"Construction"*.

The questionnaire also included the following questions, which allowed participants to provide free-text responses:

- *"Do you have any specific comments on the proposed outer harbour splay berth design and what services do you think should be included?"*; and
- *"Do you have any other comments or questions?"*

Table 5.2 details the free text feedback provided by the survey respondent to the two respective questions and the responses from the project team.

**Table 5.2: Feedback Received from Questionnaire and Response**

Feedback	Response
Concerns regarding the availability of fuel and ice services throughout this development. It was noted that some vessels already have difficulty obtaining ice during certain tides and there are concerns having to work around construction work will further complicate the issue.	Discussions are ongoing in regard to how ice and fuel services will be maintained during construction works. To allow the works to proceed in an orderly way it may be necessary to have a programme of timed availability of the ice facility, supplemented by (booked) ice deliveries by MHA to other parts of the harbour when the Ice Quay is not available. The issue with getting ice at certain tide states has already been alleviated by a longer delivery chute. Once operational, the splay berth will give extra space and should therefore reduce pressure on the Ice Quay.
MHA should consider incorporating shore power facilities into the inner and outer harbour during this development.	The development will provide two shore power kiosks at the Splay Berth, one at each end of the new quay, each with two single phase and two, three phase outlets. A new water point at the junction between the Ice Quay and Splay Berth is also proposed, in addition to infrastructure that will allow a new fuelling point to be installed in that location. It is envisaged that the installation of a new fuel point at the Splay Berth will offer the opportunity thereafter for the existing fuelling points on the Outer Breakwater to be upgraded without any interruption of supply to users.

The questionnaire also asked:

*"Do you think there is a need/benefit of increasing the water depths within the Mallaig Harbour area?"*

The survey respondent replied that the increased depth of the water within the harbour will have no impact on them.

### **5.2.1 Quality of Information Provided**

To give an understanding of whether appropriate consultation had been carried out and to provide learning opportunities for future consultation events, the following question was asked in the questionnaire:

*"On a scale of 1 to 5, do you consider that we have provided sufficient information during the PAC event to give you a clear understanding of the proposals (5 is excellent and 1 is very poor)?"*

This was followed up with a question regarding what further information could have been provided during the PAC events.

The one questionnaire respondent did not provide an answer for either of these questions. However, several positive messages of support were received towards the end of the online event both verbally and through the use of the 'Chat' function. This indicates that the quality of information provided at the event was satisfactory and gave participants sufficient information to provide informed comments.

## **5.3 Individual Discussions**

Individual discussions were conducted with a range of stakeholders and users of the harbour facilities throughout the PAC process.

### **5.3.1 MOWI**

MOWI utilise the Outer Harbour for unloading their vessels, a fish discharge pipeline runs from the Outer Breakwater Quay to the MOWI facility located to the east of the slot. As such it was important to understand their existing and potential future requirements. A specific meeting was therefore held to understand their needs to allow them to be incorporated into the design effectively. They were keen for the Outer Harbour to be deepened as their vessels are currently subject to tidal restrictions, this problem is likely to be exacerbated in the future with larger well boats joining their fleet.

The rerouting of the fish discharge pipe was discussed, and ergonomics associated with the movement of vehicles with the additional space afforded by the infilling of the slot.

### **5.3.2 Ferguson Transport**

Ferguson Transport (Spean Bridge) Ltd. have a base within the harbour, and provide transport services to a number of harbour users. Discussions were held around the proposals including the ergonomics associated with vehicle movements. They were in general support of the proposals.

## 5.4 Written Responses

Additional feedback was received from stakeholders in the form of letters, the main points of which are summarised below in Table 5.3, along with the response from the project team.

**Table 5.3: Feedback Received from Discussions with Stakeholders and Response**

Feedback	Response
Concerns that the new breakwater quay would change the nature of the harbour's entrance channel and result in waves being reflected and funnelled into the inner harbour and marina, particularly during strong northerly winds. Has a formal wave modelling study has been conducted?	Wave modelling has been carried out. This confirmed that the proposed new open piled deck over rock armoured revetment will maintain wave energy dissipation at this corner of the harbour basin at a similar level to the existing arrangement of the slot with an intertidal rocky shore and a small armour revetment at its inshore end.
Has the provision of a dedicated refuelling berth in the marina been considered?	The planned development is not associated with the marina elements of the harbour, however the option for a dedicated refuelling berth at the marina in future is not precluded. This requirement will be taken forward for consideration in future projects.
Concerns that changes to the lighting regime at Mallaig Harbour will exacerbate the issue of Manx shearwaters fledging from Rum grounding around Mallaig. It is noted that this is a good opportunity to improve the situation.	The lighting design has taken account of the Manx shearwater issue, details of which are outlined in the Supporting Document (Affric Limited, 2021).

## 6 Evaluation of PAC Event

As identified in the engagement objectives (Section 4.2), the PAC process aimed to achieve a level 2 for all 8 of the SP=EED criteria for effective engagement (see Table A.1 in Appendix 1) (PAS, 2020). This assessment of the consultation looks at the whole project to understand what level of consultation has been carried out for the whole process. Table 6.1 demonstrates how Affric and MHA met Level 2 for each of the SP=EED criteria during the PAC process.

**Table 6.1: SP=EED Compliance Assessment**

SP=EED Criteria	Level 1: Giving Information	Level 2 (Level 1 +) Consulting & Listening
<b>1. Transparency and Integrity</b>	Local businesses and stakeholders were identified and contacted. The event was advertised in the local edition of the Oban Times.	Letters invited residents and local businesses to attend the event and express their opinions. During the online event attendees were encouraged to comment and engage with the project team. Attendees were informed of the opportunity to comment on the application once submitted.
<b>2. Co-ordination</b>	Details of the event were published in local newspapers and	The timing of the event (19:00-20:00) allowed for those with work

SP=EED Criteria	Level 1: Giving Information	Level 2 (Level 1 +) Consulting & Listening
	readvertised during the week preceding the event.	or other commitments to attend. Due to the pandemic, there was no clash with Guy Fawkes fireworks displays associated with the 5 <sup>th</sup> of November date. The event was held once the project details were suitably developed so meaningful discussions could be held. This was also done early enough to allow feedback to be considered and amendments to the project made where appropriate.
<b>3. Information</b>	Powerpoint slides (provided in Appendix 3) conveyed information on appropriate topics in plain English, which was also presented verbally by subject specialists to ensure accuracy and consistency.	The information provided at the event was also made available on the MHA and Affric websites to allow it to be reviewed at a later date. A questionnaire was created to allow participants to provide responses and contact details were provided to allow them the opportunity to make representations. Attendees were also asked to provide contact details so they could be informed of any project updates if they so wished.
<b>4. Appropriateness</b>	Information was appropriate and presented in a manner accessible to all (see Appendix 3). All materials were available on the Affric and MHA websites.	Engagement was ongoing with local residents and businesses via newspaper adverts, letters and one to one engagement before a public event was held. At each stage, opportunities for feedback were always made available. The relevant professional staff were always on hand to answer questions in detail.
<b>5. Responsiveness</b>	Information was provided through newspaper adverts, letters and website updates in addition to the public consultation event. Contact details have been provided including email address to allow prompt responses.	Questionnaires and verbal feedback have been collated, reviewed and taken on board where appropriate as discussed in Section 5.
<b>6. Inclusiveness</b>	Local residents and businesses were identified and contacted when appropriate.	To ensure inclusivity throughout the PAC process, local residents and businesses were contacted with a particular focus on those most likely to be impacted by the proposed development. A poster was displayed in a popular local shop

SP=EED Criteria	Level 1: Giving Information	Level 2 (Level 1 +) Consulting & Listening
		and online to ensure residents and businesses were aware of the event.
<b>7. Monitoring and Evaluation</b>	Information and feedback received during the event and throughout the PAC process has been analysed within the PAC report.	Completion of this evaluation will inform future engagement strategies.
<b>8. Learning and Sharing</b>	Lessons from the PAC process have been identified where appropriate for future improvement. In particular, the low return rate of the questionnaires following the online event was considered. The project team realises they should give a better understanding to attendees of the benefits of completing the questionnaire in addition to providing feedback during the event itself, and emphasize the importance of collecting demographic information. Future surveys should be made more accessible directly from the consultation event (i.e. by providing an online link).	These lessons will be shared within the team to ensure continued improvement and effective engagement.

The assessment has indicated that the consultation process has been undertaken successfully and has fulfilled the requirements of Level 2 of the SP=EED framework in relation to all eight of the consultation criteria. By utilising the SP=EED framework, the project has learned and improved the engagement process throughout.

## 7 Conclusion

The PAC process has been completed in line with the relevant legal requirements. The input from stakeholders has confirmed that the Splay Berth would be welcomed especially with services included. The preference was to deepen the outer harbour area to improve access during all tide states. Particular concern with regard to lighting and potential impact on Manx shearwaters was highlighted and has been considered within the lighting design.

## 8 References

- Affric Limited. (2021). *Mallaig Outer Harbour Improvements Splay Berth and Deepening Development Supporting Document*. Document Reference 69/REP/01.
- Marine Scotland, (2014). *Guidance on Marine Licensable Activities Subject to Pre-Application Consultation*. Available at:  
<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/02/marine-licensing-applications-and-guidance/documents/guidance/guidance-on-activities-subject-to-pre-application-consultation/guidance-on-activities-subject-to-pre-application-consultation/govscot%3Adocument/Guidance%2Bon%2Bactivities%2Bsubject%2Bto%2Bpre-application%2Bconsultation.pdf>.
- PAS, (2020). *Planning Aid for Scotland - Successful Planning = Effective Engagement and Delivery (SP=EED) – A Practical Guide for Better Engagement in Planning*. Retrieved from  
[https://www.pas.org.uk/wp-content/uploads/2020/02/SPEED\\_July2020.pdf](https://www.pas.org.uk/wp-content/uploads/2020/02/SPEED_July2020.pdf).

## 9 Glossary

Acronym	Definition
EIA	Environmental Impact Assessment
EIAR	Environmental Impact Assessment Report
GDPR	General Data Protection Regulation
m	metres
MHA	Mallaig Harbour Authority
PAC	Pre-Application Consultation
PAS	Planning Aid for Scotland
SEPA	Scottish Environment Protection Agency
SP=EED	Successful Planning = Effective Engagement and Delivery



## Appendix 1: An Overview of SP=EED

### Model for Stakeholders Engagement – SP=EED

The stakeholder management strategy will be further guided by the principles laid down in Planning Aid for Scotland's SP=EED framework (Scottish Planning = Effective Engagement and Delivery). This framework was originally published in 2008 and subsequently updated in 2011 and 2020. It is derived from PAN 81 and is endorsed in the updated PAN 3/201 (which replaces PAN 81). Though neither prescriptive nor legally binding, SP=EED represents:

*"...a practical guide to engagement in planning... targeted at all stakeholders in Scotland's planning system and is designed to help design, deliver and assess the process of engagement."*

Widely recognised as an accumulation of best practice, SP=EED encourages a front-loaded engagement process in which effective stakeholder engagement commences as early as possible, before too much has been invested and/or irreversible decisions have been made.

### Details of the SP=EED Approach

The SP=EED approach is based around a matrix describing eight criteria for effective engagement, with three levels of achievement for each criterion. The levels relate to giving information, consulting and listening, and operating in partnership with stakeholders. It is worth noting that while achieving Level 3 (or even Level 2) in relation to all eight criteria may be a realist aspiration for certain types of community-led proposals or large development and regeneration projects, it is unlikely to be achievable in commercial developments such as the proposed development.

Notwithstanding the above, the SP=EED framework has been used in preparing this consultation plan with a view to:

- Planning the engagement well before the process begins;
- Explicitly stating the objectives of the process;
- Managing public expectation;
- Identifying suitable approaches;
- Effectively managing the consultation process;
- Evaluating the learning from the experience.

Table A.1 contains a summary of the SP=EED matrix.

**Table A.1: SP=EED Matrix**

	<b>Level 1: Giving Information</b>	<b>Level 2 (Level 1 +) Consulting &amp; Listening</b>	<b>Level 3 (Levels 1 &amp; 2+): Partnership</b>
<b>1. Transparency and Integrity</b>	The purpose of the engagement is clear, and people find out about it easily.	Rights to participate are clearly explained and opportunities to express opinions are publicised.	Dialogue will take place with partners about how they will be involved in the engagement process and how their input will be used.
<b>2. Co-ordination</b>	The timetable for the engagement process will be published and relevant relationships explained.	The timetable for the engagement process will include adequate periods for meetings, public events and	The timetable for the engagement process will include opportunities for partners to develop their own ideas; partners will be

	<b>Level 1: Giving Information</b>	<b>Level 2 (Level 1 +) Consulting &amp; Listening</b>	<b>Level 3 (Levels 1 &amp; 2+): Partnership</b>
		discussion with stakeholders.	involved in discussing how to co-ordinate actions.
<b>3.Information</b>	Information will be relevant, accurate and comprehensible to the target audience.	Information will be communicated and shared, aiming to invite feedback.	Identification, collection and dissemination of relevant new information by partners is encouraged.
<b>4.Appropriateness</b>	Information will be presented to suit its intended audience and can be accessed by all stakeholders at each stage of the process.	Engagement processes to fit the situation to be used, with opportunities for discussion and for answers to be raised and answered.	A collaborate approach to working with partners on proposals, and regular review of the engagement process.
<b>5.Responsiveness</b>	Relevant information will be provided at every stage of the process.	Findings from engagement process will be analysed, disseminated, and potentially incorporated.	Partners will be offered the opportunity to present and discuss their own ideas and receive feedback.
<b>6.Inclusiveness</b>	Relevant representative groups/organisations will be identified, and information will be designed and disseminated to reach them.	An emphasis will be placed on allowing the voices of seldom heard groups and those most likely to be affected to be heard.	Assistance and advice will be made available to seldom heard groups to enable them to become partners in the process; overall, a representative range of stakeholders will be consulted.
<b>7.Monitoring and Evaluation</b>	Distribution of information and feedback received on the engagement process will be analysed after the process is completed.	Monitoring and evaluation of the engagement process will take place on an ongoing basis.	Monitoring and evaluation processes will be devised in collaboration with stakeholders.
<b>8.Learning and Sharing</b>	Lessons from the engagement process will be identified and lead to ongoing improvements in quality.	Lessons from the engagement process will be reviewed and shared with a focus on learning and training.	The creation of creative, problem-solving culture where skills and experience are pooled, shared and enhanced.

## Criteria for Selecting Engagement Methods

The effectiveness of any stakeholder engagement strategy is ultimately dependent upon the appropriateness and robustness of the actual methods of engagement selected. In this regard, a number of key criteria have been considered when determining which methods to employ. These are detailed Table A.2.

**Table A.2: Criteria For Determining Engagement Methods**

Criteria	Options
<b>Stage</b>	<ul style="list-style-type: none"> <li>• Very early stages may require more informative techniques to establish a knowledge base amongst stakeholders;</li> <li>• Subsequent stages will be more participative and interactive as the consultation seeks to canvass the views and comments of stakeholders;</li> <li>• Late stages are likely to involve further informative elements to disseminate the findings and evaluate the effectiveness of engagement.</li> </ul>
<b>Stakeholders needs</b>	<ul style="list-style-type: none"> <li>• Language</li> <li>• Accessibility</li> <li>• Support services (e.g.: for those with caring responsibilities)</li> </ul>
<b>Type of data</b>	<ul style="list-style-type: none"> <li>• Quantitative – used for categorising, measuring, profiling.</li> <li>• Qualitative – gathering opinions, feelings, and suggestions.</li> <li>• Balance to be struck between capturing more complex, in depth responses from fewer stakeholders and less detailed input from a larger number of participants.</li> <li>• Methods of analysis and reporting to be applied to data.</li> </ul>

## Appendix 2: Example Statutory Consultee Letter

## Appendix 3: Event Slides

## Appendix 4: Oban Times Advert

## Appendix 5: Web Site Text

## Appendix 6: Poster



### **Marine (Scotland) Act 2010** Ice Quay and Breakwater Quay Extensions

Notice is hereby given that Mallaig Harbour Authority intends to apply to Scottish Ministers for consent to construct a splay berth quay between the Ice Quay and the Outer Breakwater Quay and create additional laydown space in the Outer Harbour area.

Mallaig Harbour Authority will be holding a pre-application consultation event online via the video conferencing application 'Zoom'. The event will be taking place, on Thursday 5<sup>th</sup> November 2020, starting at 7pm. The event will provide an opportunity for stakeholders to consider and comment upon the prospective application. To participate in the meeting visit <https://zoom.us>, select "Join a Meeting" and use the meeting code **958 4810 9482**. If you wish to be emailed these event details, please contact: [consultation@affriclimited.co.uk](mailto:consultation@affriclimited.co.uk)

If you wish to make representations on the proposed development, please contact: Fiona Henderson, Affric Limited, Lochview Office, Loch Duntelchaig, Farr, IV2 6AW, [consultation@affriclimited.co.uk](mailto:consultation@affriclimited.co.uk) by the 20<sup>th</sup> of November 2020.

Please note, representations made to Mallaig Harbour Authority or Affric Limited are not representations to the Scottish Ministers. Once the Marine Licence Application has been submitted there will be an opportunity for representations to be made to the Scottish Ministers on the application.



## Appendix 7 : Questionnaire