
Presenting the Local Energy Plan

1.1 Overview

There will be a large amount of information and analysis carried out in the course of developing a Community-led LEP. Presenting the findings of this should be done in a way which is as easy as possible for all members of the community to understand. This can be done in a number of ways, recognising that members of the community will have different views as to the value of main themes and the level of detail provided within these.

The process of developing a LEP involves working with the community and encouraging input from as many people as possible. Presenting the findings of the LEP is no different. One approach is to complete a number of different summary documents, each of which contains a greater level of detail. In that way, those community members only interested in the high level outcomes can look at a short summary document, whereas those with interest in more detail can look at a more in-depth summary document.

As an example here, there can be three documents produced:

Overview Presentation – This provides short details about what the LEP is, how it was developed, baseline energy use and challenges for the community and the summary proposed action list

Summary Document – This is a longer form of document that provides the same headline summary as for the Overview Presentation. However, here greater detail is provided about the way in which the LEP was developed and on some of the data summary specifics.

Full Plan Document – This is the main summary report forming the LEP. It has much more detail regarding the community characteristics and energy baseline, as well as outlines of each opportunity set out in the LEP. This document is not designed to be read through page by page; it is intended to provide a comprehensive record of all the data and information collected, and how it was used to inform the LEP.

1.2 Format and storage of documents

The format used to produce the documents can be whatever suits the community. It is generally a good idea to keep the formatting as simple as possible. This minimises the chances of access problems for individual readers (for example, where a particular piece of software is required to open or read the document). It also potentially minimises the cost and time involved in getting any documents printed for distribution in the community.

These documents, and supporting information such as data tables, survey results, notes from workshops and so on should be kept together by the community. Further details about this are available in the Taking the Plan Forward module.

1.3 Content of documents

Each LEP will have a slightly different context and theme to it, reflecting the local circumstances that are recognised in the formation of the plan. However, there are some general areas of detail that remain common to the development of a LEP. These details are noted here as a guide to how to summarise the LEP findings.

Examples of each type of document are available separately here.

1.3.1 Summary Presentation

Format: Slide presentation or written document

Page 1 – What is an LEP? Short statement summarising what it is and its general purpose

Page 2 – How was it Developed? Short paragraph or bullet list of how it was developed.
Note of core development team members and how the community views were sought

Page 3 – Meeting Energy Needs – Summary of key challenges for the community relating to energy and transport (likely 3 – 5 points at most)

Page 4 – How is Energy Use? Summary of energy baseline (pie chart, table or similar) showing contributions from electricity, heat and transport

Page 5 – What Did the Community Say? Short summary of the priorities and objectives that were shaped by the views of the community

Page 6 – What Actions are Proposed? Summary of main actions within the LEP

Page 7 – Where Can I Find Out More? Note of how the reader can get further information

1.3.2 Short Plan Overview Document

Format: Written document, booklet or short form

Section 1 – What is an LEP? Describes what an LEP is, its purpose and how it was produced

Section 2 – ‘Whole System’ Approach – Summarising the need to consider the community’s energy needs holistically, so that overlapping impacts of power, heat and transport requirements are met. Summary of boundary of present LEP

Section 3 – A Community Plan – Summary of aims and objectives and priorities to address, as developed with the community

Section 4 – Energy Needs – Baseline summary of energy needs and future projection of any significant changes

Section 5 – Challenges to Address – Summary of the key challenges identified for the community

Section 6 – Proposed Actions – Summary table of key proposed actions, describing what they are and what timescales it is thought they will be tackled within

Section 7 – Further Information – Details of how community members can get further detail and access to the full LEP document

1.3.3 Local Energy Plan – Full Document

Format: Written document

Section 1 - Introduction

- About Local Energy Plans
- Overview of ‘whole system’ approach
- Aims and Objectives

Section 2 - Local Infrastructure

- Electricity
- Heat
- Water
- Transport

Section 3 - Characterisation of Local Area

- Population
- Employment and Journey to Work
- Residential
 - Residential Property Overview
 - Estimate of Fuel Poverty Levels
- Non-Residential
- Transport
 - Domestic Ownership
 - Public Transport
 - Commercial Vehicles
 - Electric Vehicles
- Environment
 - Summary of environmental designations
 - Estimated solar resource
 - Estimate wind resource
 - Estimated hydro resource
 - Estimate biomass resource
 - Other resources (e.g. geothermal, marine)

Section 4 - Energy Baseline

- Overall Energy Demand
- Future Energy Demand

Section 5 - Options Appraisal

- Scottish Context
- Local Context
 - Local Planning Policy and Guidance
 - Other Applicable Documents
- Community Commentary

Section 6 - Review of Local Options

- Energy Saving Measures and Educational Awareness
- Energy efficiency measures
- Small scale renewable generation
- Large scale generation
- Transport
- Smart grid

Section 7 - Summary of Prioritised Actions

Appendix A Community Survey Details

Appendix B Supporting Information