

Planning Committee

10.00am, Thursday, 27 February 2014

Edinburgh Urban Design Panel: Fourth Progress Report

Item number	6.2
Report number	
Wards	All

Links

Coalition pledges	P15 , P17 , P28 , P40
Council outcomes	CO19 , CO26
Single Outcome Agreement	SO4

Mark Turley

Director of Services for Communities

Contact: David Givan, Senior Planning Officer

E-mail: david.givan@edinburgh.gov.uk Tel: 0131 529 3679

Executive summary

Edinburgh Urban Design Panel: Fourth Progress Report

Summary

The purpose of this report is to summarise the findings from the annual review of the Edinburgh Urban Design Panel's work and seek Committee's approval for some minor changes aimed at improving the effectiveness of the Panel.

Recommendations

It is recommended that Committee:

- 1) Notes the reviews the Panel has carried out and the range of issues covered;
- 2) Agrees minor changes to the Panel's working as set out in its Remit, Functions and Roles;
- 3) Agrees that a distinction continues to be made between proposals that are reviewed by the Panel and those that are reviewed by Architecture and Design Scotland (A+DS);
- 4) Notes that a meeting of Scotland's local authority design review panels that Panel representatives attended and was held on 15 January 2014; and
- 5) Records its appreciation of the voluntary contribution made by existing Panel members to the design review process.

Measures of success

The Council continues to ensure Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards of urban design.

Financial impact

There is no financial impact arising directly from this report.

Equalities impact

The Edinburgh Urban Design Panel aims to raise both the quality of the built environment in Edinburgh and the profile of design within the city. It does this through reviewing development proposals at a pre-planning application stage as well as planning policies and guidance that have an urban design impact. Though facilitated by the Council, it is separate from it.

The Panel helps to enhance health by supporting the creation of attractive urban environments. This can have health benefits – for example by encouraging people to walk. The Panel helps to enhance standards of living through supporting the creation of attractive urban environments and through supporting housing that is well designed.

The Panel helps productive and valued activities by supporting the economic development of the city by encouraging its physical development. This helps to create jobs – e.g. in construction. The Panel helps to support rights of the individual and for family and social life by the supporting the creation of good quality housing and urban environments. The Panel supports rights of identity, expression and respect by considering all who will be using the built environment.

In relation to advancing equality of opportunity, The Panel supports this by considering all who will be using the built environment. Panel reviews have considered the age of people, disability, gender, pregnancy and maternity in relation to issues of safety and ease of moving around. This approach helps to eliminate discrimination, harassment, victimisation and other prohibited conduct. The Panel helps to foster good relations by promoting the integration of new development with existing developments within the city.

Sustainability impact

The Edinburgh Urban Design Panel aims to raise the quality of the built environment in Edinburgh. This helps make Edinburgh a more sustainable city by creating an environment that can endure.

The proposals in this report will help achieve:

- a socially sustainable Edinburgh through the Panel's support in providing design advice on new housing developments across Edinburgh;
- an economically sustainable Edinburgh through supporting the development of the city; and,
- an environmentally sustainable Edinburgh because the Panel supports environmental good stewardship.

Although established by the Planning Committee, the Edinburgh Urban Design Panel is independent of the Council. It is free to form its own views. Therefore, it is not bound by the Council's Sustainability Policies.

Consultation and engagement

In preparing this report, the Panel itself was consulted.

There have been no consultations with the wider community about the workings of the Panel during the past year. In previous reviews, consultation with users of the Panel has been included.

In relation to the development proposals that the Panel reviews at pre-application stage, the community is consulted via formal community consultation during the Proposal of Application Notice (PAN) period.

In relation to Council policy and guidance that the Panel reviews at draft stage, this is consulted on with the community before being finalised

Background reading / external references

The Edinburgh Urban Design Panel's website: www.edinburgh.gov.uk/eudp

Architecture and Design Scotland's Design Forum website:
www.ads.org.uk/designforum

Edinburgh Urban Design Panel: Fourth Progress Report

1. Background

- 1.1 The Edinburgh Urban Design Panel was constituted by the Planning Committee with an agreed remit, function, roles of members, and principles of conduct. The aim of the Edinburgh Urban Design Panel is to contribute constructive advice which can be used by design teams, planners and developers to develop proposals in a positive way. It also imparts advice on relevant Council policy and guidance. It does this by providing design reviews. For each review, a written report is provided to presenters to the Panel and to planning officials.
- 1.2 The Panel is made up of a range of member organisations including consultees to the Planning process, academics, and professional bodies who each send representatives to its meetings. Details of the member organisations are set out in Appendix 3. The Panel is a voluntary body and its members or their organisations are not paid for their contribution.
- 1.3 Though the Panel was set up by the Council, it is independent of it. It is free to form its own views.
- 1.4 The Panel met for the first time in March 2009. Since then it has carried out 93 individual reviews. 79 of these reviews were for development proposals and these were carried out at the pre-application stage. The remainder of the reviews related to planning and design policies and guidance at draft stage.
- 1.5 Once planning applications are made, the Panel's reports and background information are made publicly available. These can be viewed at the Panel's webpage: www.edinburgh.gov.uk/eudp. Panel reports are also included in reports to Planning Committee and to the Development Management Sub-Committee.
- 1.6 It is part of the Panel's role to undertake a review of its effectiveness each year. Progress reports have been made to Planning Committee in February 2010, August 2011 and February 2013. In all cases, Panel members had taken part in workshop discussions which resulted in recommendations being made to the Planning Committee.
- 1.7 The Panel conducted its latest yearly review on 11 December 2013.

2. Main report

- 2.1 This Panel's 2013 yearly review concentrated on four aspects:
 - The types of project the Panel has reviewed in 2013 and the nature of resulting Panel reports;

- A reflection on its remit, functions and roles;
- Its relationship with Architecture and Design Scotland's (A+DS) Design Forum service; and,
- How the Panel compares to other local authority review panels in Scotland.

2.2 The report of this meeting is contained in Appendix 1.

Panel reviews and reports

2.3 Statistical analysis was carried out on the Panel's reviews. This is contained in Appendix 2.

2.4 The Panel has carried out 20 reviews during 2013. This is the same as the yearly average. 19 of these reviews were for developments that have resulted, or are expected to result, in planning applications.

2.5 The analysis shows that the Panel has reviewed a wide range of development proposals including housing, mixed use, office / commercial, retail, student housing, and other types of buildings. This mix is broadly reflective of the range of planning applications that are made.

2.6 There is a marked increase in the number of reviews of housing proposals. The trend is expected to continue with similar or rising numbers of housing proposals being reviewed in 2014.

2.7 The range of issues that the Panel has covered are similar to those covered in previous years. These include:

- The approach to design, including advice to design teams and the Council;
- The surroundings and context for the proposals;
- The proposed use;
- The design of the buildings – both at strategic and detailed levels;
- Movement, transport, parking etc;
- Landscape design;
- Street design;
- Security and community safety; and
- Residential amenity.

2.8 The frequency with which issues are raised has gone up. This is a positive development and shows that, on average, the Panel is going into more depth in its reports than it has in previous years.

The Panel's remit, function and roles

- 2.9 Panel members reflected on the Panel's remit, functions and roles.
- 2.10 It was found that, generally, these are working well.
- 2.11 In relation to Panel discussions and the advice provided, it was recognised that Panel discussions can be wide ranging and as a result no single line of advice may emerge. This period for open discussion was seen as essential in order that proposals can be fully understood and that different opinions about proposals can be explored by the Panel.
- 2.12 In some instances it has not been possible for the Panel to reach a consensus on the advice provided. Seeking "*to reach consensus on the advice to be provided and explain a rational for*" it is one of the Panel's functions (see item 8 of its functions in Appendix 3). It was agreed that while it may not always be possible to reach a consensus on all issues, that this aim should remain.
- 2.13 Where differences of opinion exist, the practice of expressing these as "*on the one hand ... and on the other ...*" is seen as reasonable.
- 2.14 For clarification, it was agreed that the following italicised text should be inserted so that item 10 of its remit, function and roles should read: "*agree key priorities and provide written advice which summarises the discussions held at the Panel meeting*".
- 2.15 The planning issues papers provided by the Council in advance of the Panel's meetings are seen as extremely useful in providing the planning context. The Panel stressed the importance that these papers cover the full range of issues (including policies) that would be used to determine the application – particularly where the proposal may be contrary to any of these. This recommendation is incorporated into the Revised Remit, Function and Roles of the Edinburgh Urban Design Panel (Appendix 3).
- 2.16 The practice of reviewing proposals early is generally supported by the Panel. Seeing projects at an early stage offers the best opportunity for developers / design teams to take on board the advice of the Panel. This is because of the lesser commercial pressure / commitment that may exist in the earlier stages of a project in comparison with later stages.
- 2.17 A revised version of the Remit, Functions and Roles of the Edinburgh Urban Design Panel is contained in Appendix 3. This reflects the proposed changes.

Relationship with A+DS Design Forum service

- 2.18 A+DS's Design Forum service reviews two types of projects: National and Strategic Projects (NSP); and Locally Significant Projects (LSP). Planning Committee (28 February 2013) agreed to define a separate category of development that the Panel would not review but that A+DS would. This is known as Locally Significant Development (A+DS category). The word development, rather than projects, has been used to reflect that this is a different category of development to the complex and significant development categories.

Currently there are six developments within the city that A+DS is engaged with and of these, two follow the creation of the new category. These are:

- Royal Hospital for Sick Children / Department of Clinical Neurosciences (reviewed through A+DS Health programme)
- Royal Edinburgh Hospital (reviewed through A+DS Health programme)
- Craighouse
- Boroughmuir High School (National and Strategic Project due to its funding)
- Broomhills local development plan housing site (following creation of new category)
- Cammo local development plan housing site (following creation of new category)

2.19 The Panel agreed that a distinction should continue to be made between projects so that these are reviewed by either A+DS or the Panel.

2.20 The definition of Locally Significant Development (A+DS Category) is: *“Development that would significantly change the character of large area of the city through its scale or because of the sensitivity of the environment upon which the change is proposed. Examples of this type of development would be for master plans for more than 500 dwellings and major developments within areas of great landscape value.”* Given the distinction has only been made since the start of 2013 and appears to be operating reasonably well, it was agreed that this definition should remain for the forthcoming year.

2.21 The Panel members suggested that capital projects that the Council is developing should have the potential to be reviewed by A+DS. This is the case where these meet either of A+DS's categories of NSP or LSP projects.

Comparison with other local authority review panels in Scotland

2.22 Including the Edinburgh Urban Design Panel, there are 5 local authority design review panels operating in Scotland. The others are in Glasgow, Inverness, Aberdeen City and Shire, and Fife.

2.23 A meeting, hosted by A+DS of the Glasgow, Inverness, Aberdeen City and Shire and Edinburgh Panels was held on 15 January 2013. This meeting was also attended by officials from some other Scottish local authorities who are interested in setting up design review panels of their own.

2.24 Edinburgh's Panel was represented by 4 panel members as well as its chair and secretary.

2.25 The meeting explored issues of the Panels' practice and procedures in relation to one another and their relationship to A+DS.

- 2.26 Edinburgh's process of yearly review followed by a report to the Council's Planning Committee is unique among Scotland's design review panels. This process helps refine, and keep up to date, the Panel's practices.
- 2.27 The Panel's website is more fully developed than other websites, containing direct access to all Panel reports and presenters' pre meeting papers once the proposals become planning applications. Only Edinburgh and Aberdeen City and Shire Panels' websites contain detailed remit, functions and roles for public view. The Edinburgh Urban Design Panel's website helps ensure the Panel's activities are carried out transparently.
- 2.28 The Edinburgh Urban Design Panel and its remit, functions and roles were used as a model that informed the development of the Aberdeen City and Shire Design Review Panel.

3. Recommendations

It is recommended that Committee:

- 1) Notes the reviews the Panel has carried out and the range of issues covered;
- 2) Agrees minor changes to the Panel's working as set out in its Remit, Functions and Roles;
- 3) Agrees that a distinction continues to be made between proposals that are reviewed by the Panel and those that are reviewed by Architecture and Design Scotland (A+DS);
- 4) Notes that a meeting of Scotland's local authority design review panels that Panel representatives attended and was held on 15 January 2014; and
- 5) Records its appreciation of the voluntary contribution made by existing Panel members to the design review process.

Mark Turley

Directory of Services for Communities

Links

Coalition pledges

P15 - Work with public organisations, the private sector and social enterprise to promote Edinburgh to Investors.

P17 – Continue efforts to develop the city's gap sites and encourage regeneration.

P28 – Further strengthen our links with the business community by developing and implementing strategies to promote the economic well being of the city.

P40 – Work with Edinburgh Wold Heritage Trust and other stakeholders to conserve the city's built heritage.

Council outcomes CO19 – Attractive Places and Well Maintained – Edinburgh

remains an attractive city through the development of high quality buildings and places and the delivery of high standards.

CO26 – The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.

Single Outcome Agreement

SO4 - Edinburgh's communities are safer and have improved physical and social fabric

Appendices

1. Report of the Edinburgh Urban Design Panel – Panel's Yearly Review – 2013
2. Statistical Analysis of the Panel's Reviews.
3. Revised Remit, Functions, Roles and Procedures of the Edinburgh Urban Design Panel (27 February 2014)

Appendix 1

Report of the Edinburgh Urban Design Panel – Panel’s Yearly Review – 2013

EDINBURGH URBAN DESIGN PANEL

Panel's Yearly Review - 2013

REPORT
of meeting held at
the City Chambers
on 11 December 13

Presenters

David Leslie	Chair – City of Edinburgh Council	Johnny Caddel	Architecture + Design Scotland
Jill Malvenan	Architecture + Design Scotland	Marion Williams	The Cockburn Association
Ben Rainger	EAA	Donald Canavan	EAA
Pavlina Koeva-Ratcheva	EAA	Sole Garcia Ferrari	ESALA
Steven Robb	Historic Scotland	Robert Bainsfair	Landscape Institute Scotland
Charles Strang	RTPI in Scotland	David Givan	Secretariat – City of Edinburgh Council
Susan Horner	Secretariat – City of Edinburgh Council	Francis Newton	Secretariat – City of Edinburgh Council

Apologies

Andrew MacIver	Napier University	Harry Smith	Heriot Watt University
Stephen McGill	Lothian + Borders Police	Adam Wilkinson	Edinburgh World Heritage

Executive Summary

This report summarises the discussion and recommendations arising at the Edinburgh Urban Design Panel's Yearly Review of 2013. The Panel has continued to carry out urban design reviews for development proposals across the city. The range of issues covered by these reports has increased in comparison with the average of previous years. Generally subject to some minor changes, the remit, functions and roles of the Panel as currently practiced, are working well. The distinction between projects reviewed by the Panel and those reviewed by Architecture and Design Scotland should remain. Representatives of the Panel will meet colleagues from other Scottish local authority design review Panels in January.

Main Report

1 Introduction

- 1.1 The Edinburgh Urban Design Panel was constituted by the Council's Planning Committee with a remit, functions, roles, and principles of conduct. The Panel met for the first time in March 2009 to undertake design reviews of major development proposals and planning policies of urban design significance to the City.
- 1.2 It is part of the Panel's role to undertake a review of its effectiveness each year. Progress reports have been made to Planning Committee in February 2010, August 2011 and February 2013. At its yearly review, the Panel has workshop discussions which result in recommendations being made to Planning Committee.
- 1.3 The review at the end of 2012 resulted in a distinction being made between the types of proposals it will review and the type that will be engaged with by Architecture and Design Scotland's Design Forum service. That yearly review also recommended changes to the way the Panel constructs its reports with increased emphasis being put on summarising points and in stating aspects of proposals that the Panel supports.
- 1.4 The 2013 yearly review which this report summarises concentrated on four aspects:
 - A review of the types of projects the panel has reviewed in 2013 and the nature of resulting Panel reports;
 - A reflection on the Remit, Functions and Roles of the Panel; and,
 - The Panel's relationship to Architecture and Design Scotland's (A+DS) Design Forum service
 - How the Panel Compares to other local authority design review panels in Scotland.
- 1.5 In addition, in preparation for the year ahead, as part of the 2013 yearly review, led by Ken Tippen, Group Leader in the Council's Development Planning function, the Panel

undertook an awareness raising exercising which explored the issues of the Strategic and Local Developments Plans processes and the implications for housing land supply.

2 2013 Panel Reviews

- 2.1 This year, the Panel carried out 20 reviews. This is the same as the yearly average. 19 of these reviews were for developments that have resulted or are expected to result in planning applications.
- 2.2 The range of issues that the Panel has covered similar to those covered in previous years. The frequency with which issues are raised however has gone up. This is a positive development and shows that, on average, the Panel's is going into more depth in its reports than it has in previous years.
- 2.3 Of development types, there is a marked increase in the number of reviews of housing proposals. This trend is expected to continue with similar or rising numbers of housing proposals being reviewed in 2014.

3 Remit functions and roles

- 3.1 Generally, it appears the remit, functions and roles of the Panel are working well.
- 3.2 It is important that those presenting to the Panel are provided with clear advice in both the summing up and the written report. In relation to this, it is acknowledged that the Panel's discussion immediately following presentations can be wide ranging – and therefore no singular advice may emerge. This period is essential in order that proposals can be fully understood and that different opinions about proposals can be explored by the Panel.
- 3.3 The summary section of the meeting is also essential. This enables the Panel to give weight to the issues it has raised.
- 3.4 In relation to the Panel's function of seeking "to reach a consensus on the advice to be provided", this should remain.
- 3.5 Where differences of opinion exist, the practice of expressing these as "*on the one hand ... and on the other ...*" is seen as a reasonable way of articulating these.
- 3.6 In order for clarification, it was agreed that the following italicised text should be inserted so that item 10 of its remit, roles and function should read: "*agree key priorities and provide written advice which summarises the discussions held at the Panel meeting*".

4 Relationship with A+DS Design Forum

- 4.1 A+DS's Design Forum service review 2 types of projects: National and Strategic Projects (NSP); and, Locally Significant Projects (LSP). Planning Committee (28 February 2013) agreed to define a separate category of development that the Panel would not review but that A+DS would. This is known as Locally Significant Development (A+DS category). Currently there are 6 developments within the city that A+DS is engaged with and of these, 2 follow the creation of the new category. These are:
- Royal Hospital for Sick Children / Department of Clinical Neurosciences (reviewed through A+DS Health programme)
 - Royal Edinburgh Hospital (reviewed through A+DS Health programme)
 - Craighouse
 - Broughmuir High School (National and Strategic Project due to its funding)
 - Broomhills local development plan housing site (following creation of new category)

- Cammo local development plan housing site (following creation of new category)
- 4.2 It was agreed that a distinction should continue to be made between projects so that these are reviewed by either A+DS or the Panel.
- 4.3 The definition of Locally Significant Development (A+DS Category) is: *Development that would significantly change the character of large area of the city through its scale or because of the sensitivity of the environment upon which the change is proposed. Examples of this type of development would be for master plans for more than 500 dwellings and major developments within areas of great landscape value.* It was agreed that this definition should remain for the forthcoming year.
- 4.4 It is suggested that capital projects that the Council is developing should have the potential to be reviewed by A+DS. This is the case where these meet either of A+DS's categories of NSP or LSP projects.

5 Comparison with other local authority design review panels

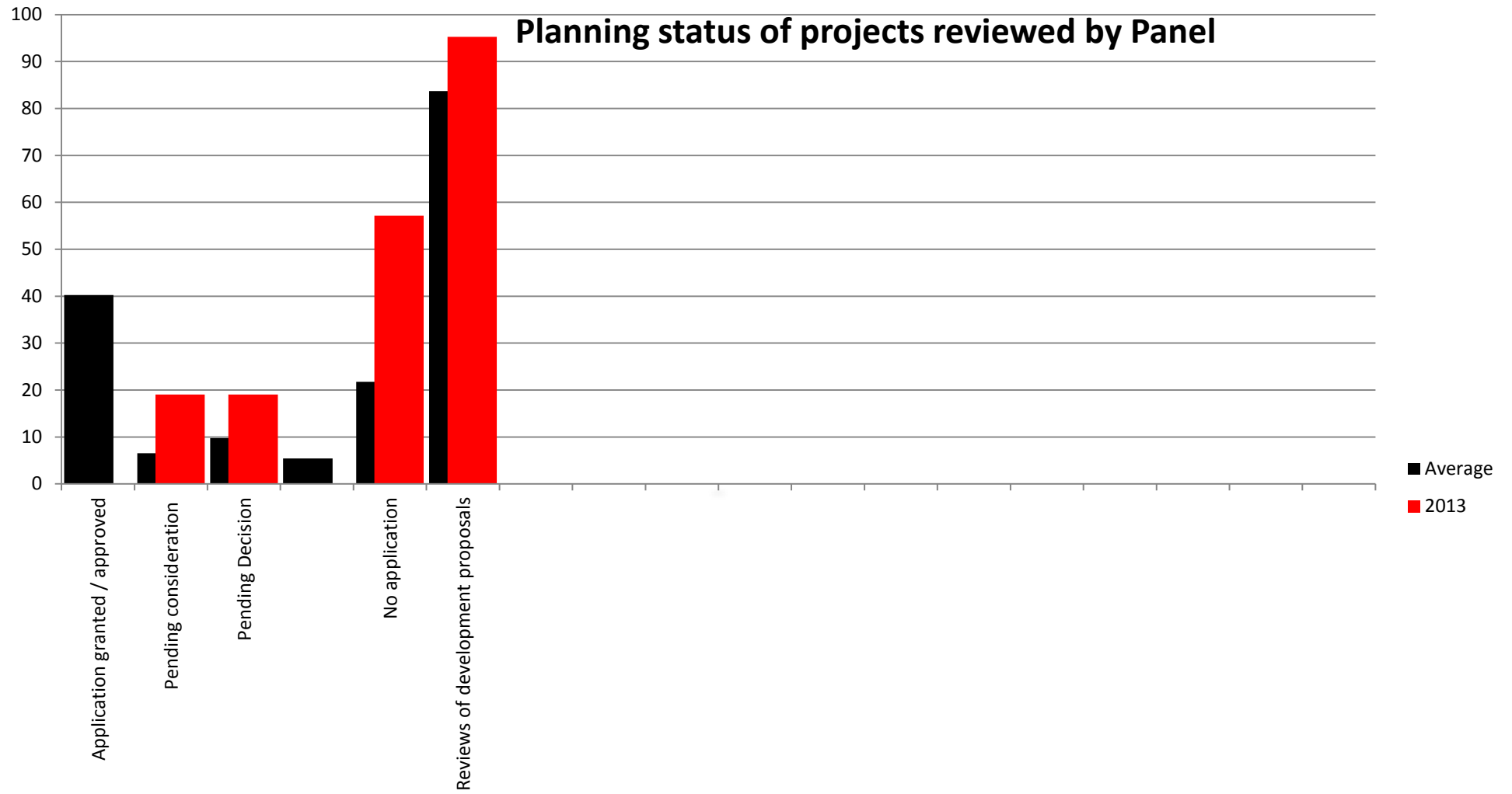
- 5.1 Including the Edinburgh Urban Design Panel, there are 5 local authority design review panels operating in Scotland. The others are in Glasgow, Inverness, Aberdeen City and Shire, and Fife.
- 5.2 Each of these has a different remit and functions to the Edinburgh Urban Design Panel.
- 5.3 A meeting, hosted by A+DS, will be held in January to allow each of the Panels to meet and share experience.
- 5.4 The key outcomes of this should be reported to Planning Committee.

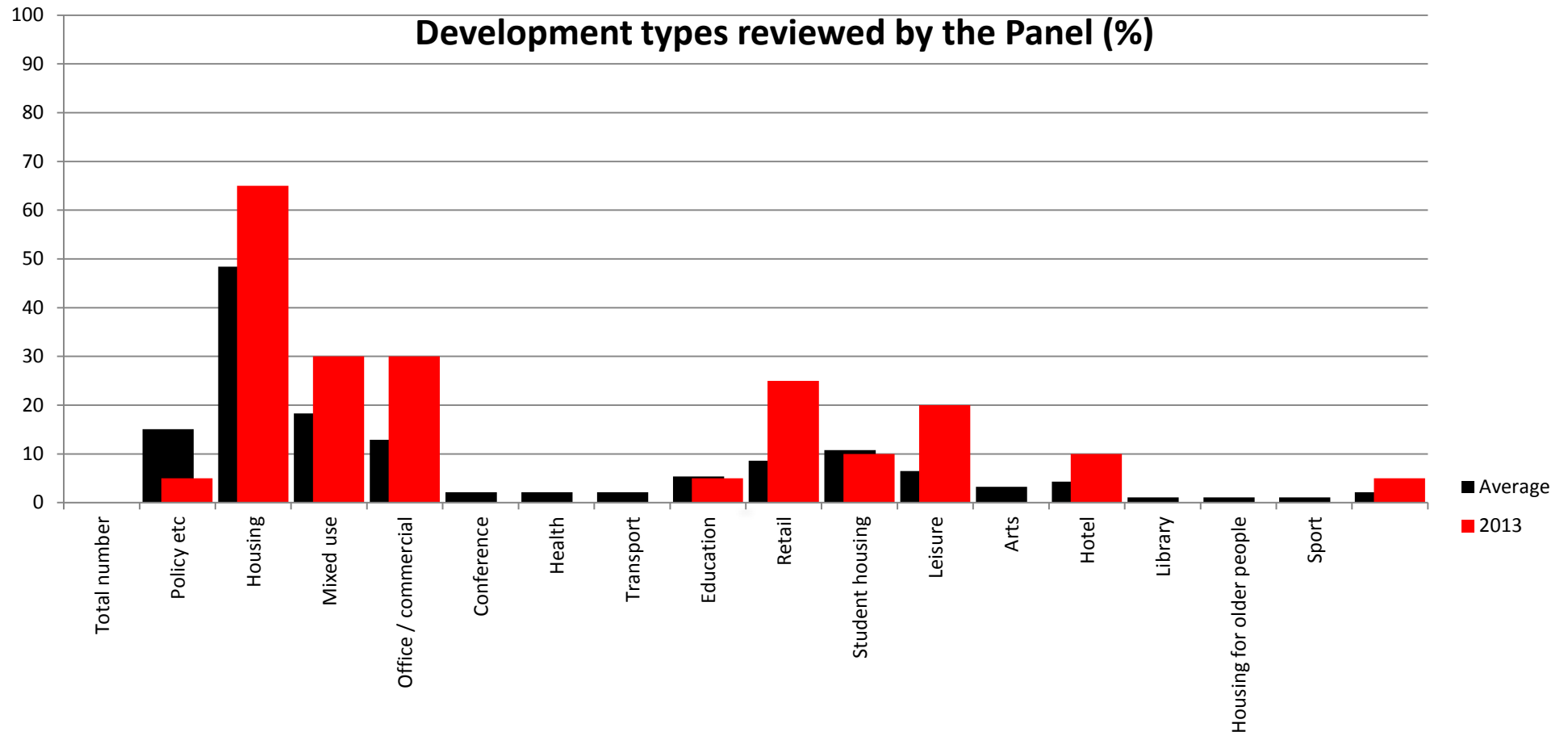
6 Recommendations

- 6.1 The Panel recommends the key findings of its review – as set out in this report – are reported to Planning Committee in February 2014. These include:
- Noting the reviews the Panel has carried out and the range of issues covered;
 - Making minor changes to improve the Panel's workings in relation to its Remit Functions and Roles;
 - Continuing to make a distinction between the types of proposals reviewed by A+DS and those reviewed by the Panel
 - Retaining the definition of Locally Significant Development as agreed by Planning Committee in February 2013.
 - For representatives of the Panel to meet with colleagues from other local authority design review panels in January 2014 and share experience and for any key outcomes to be reported to Planning Committee.

Appendix 2

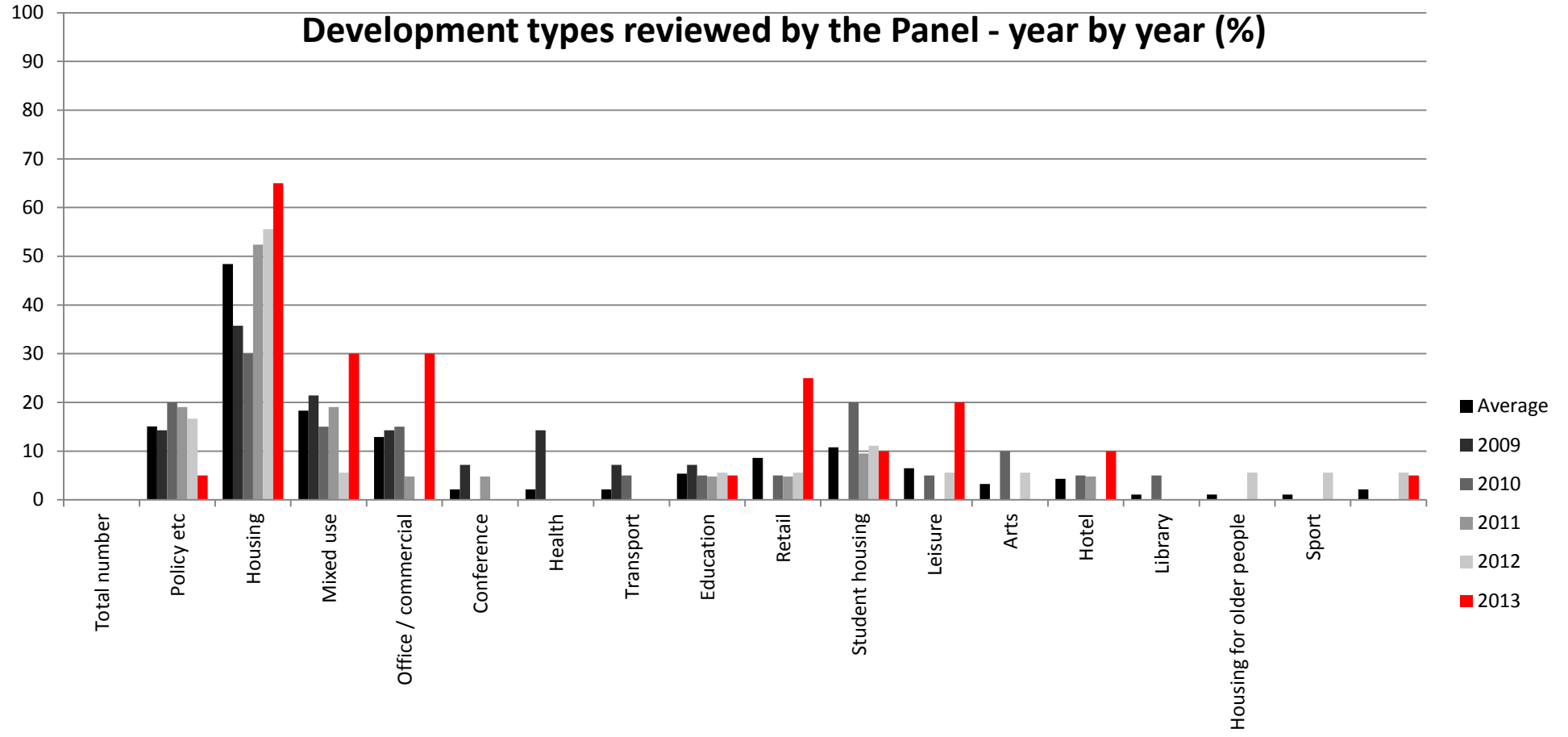
Statistical Analysis of the Panel's Review

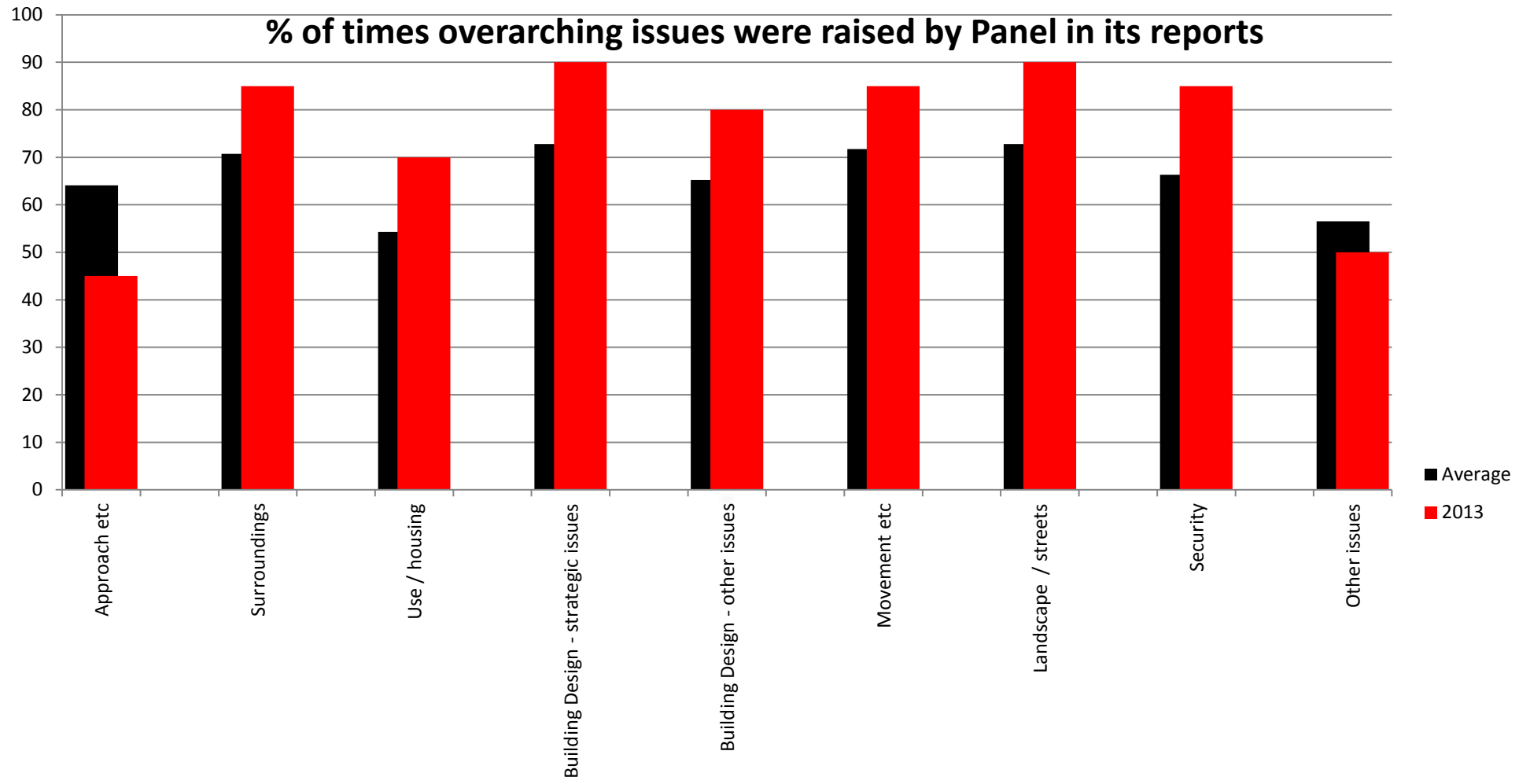


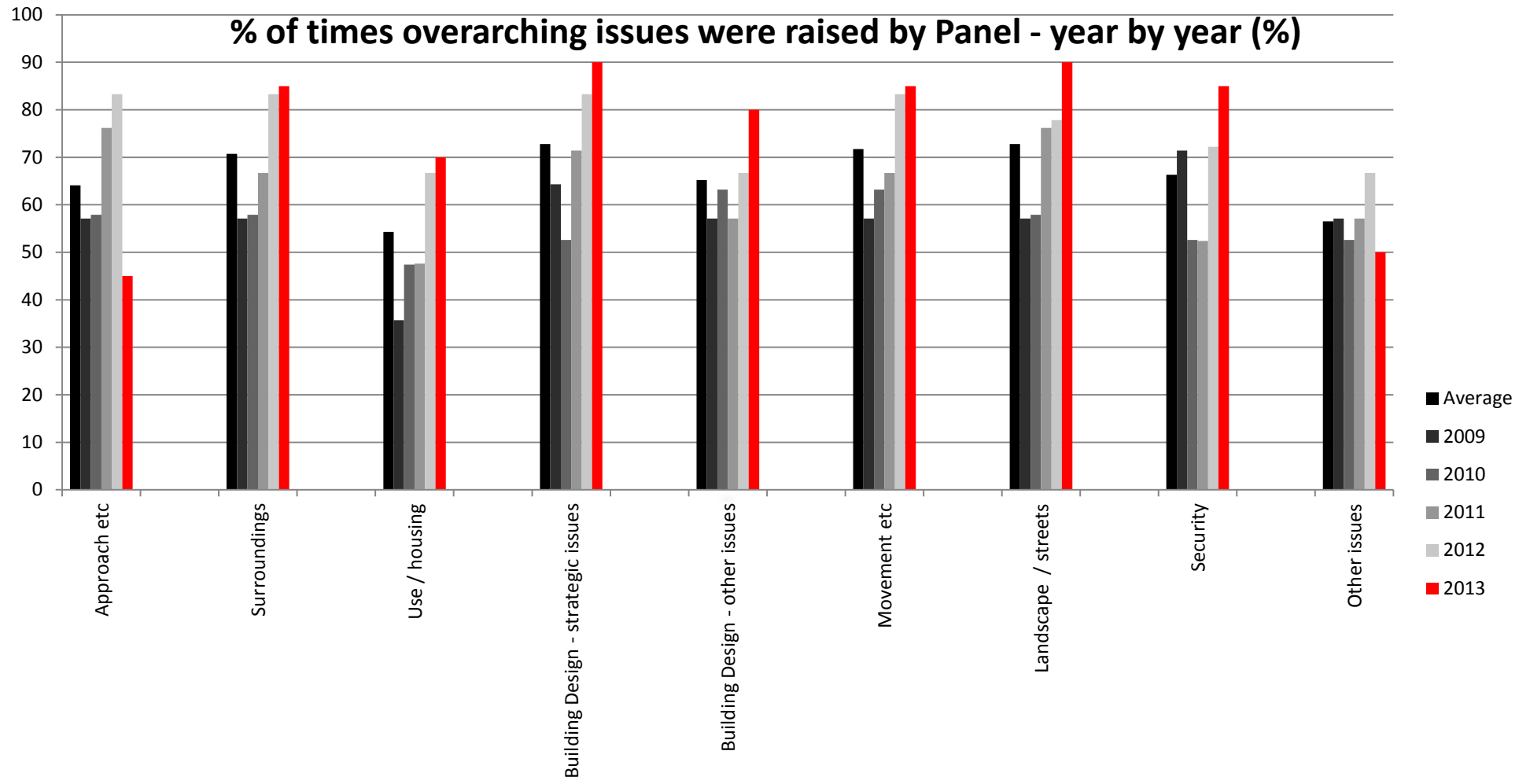


Note: some developments contain more than one development type

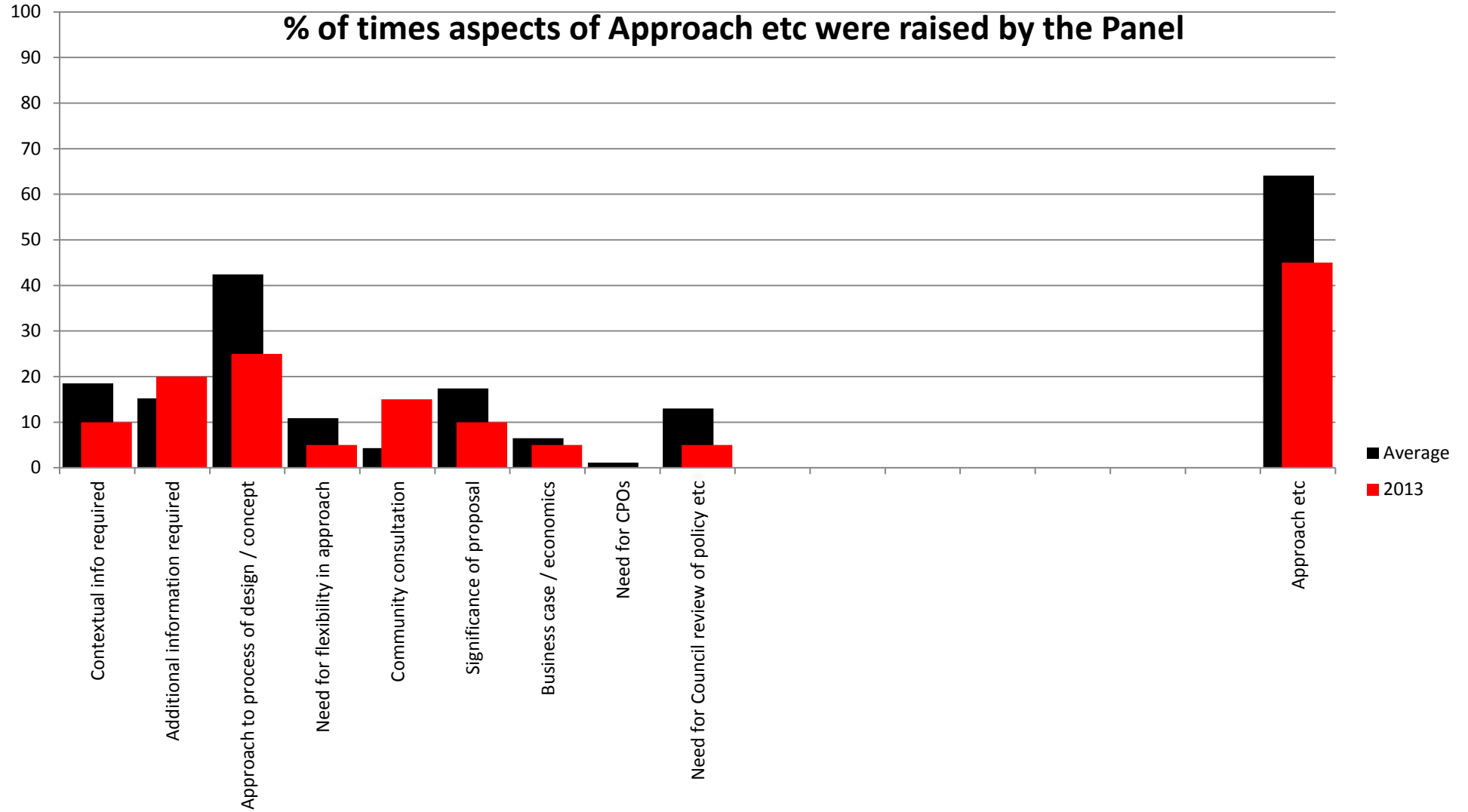
Development types reviewed by the Panel - year by year (%)



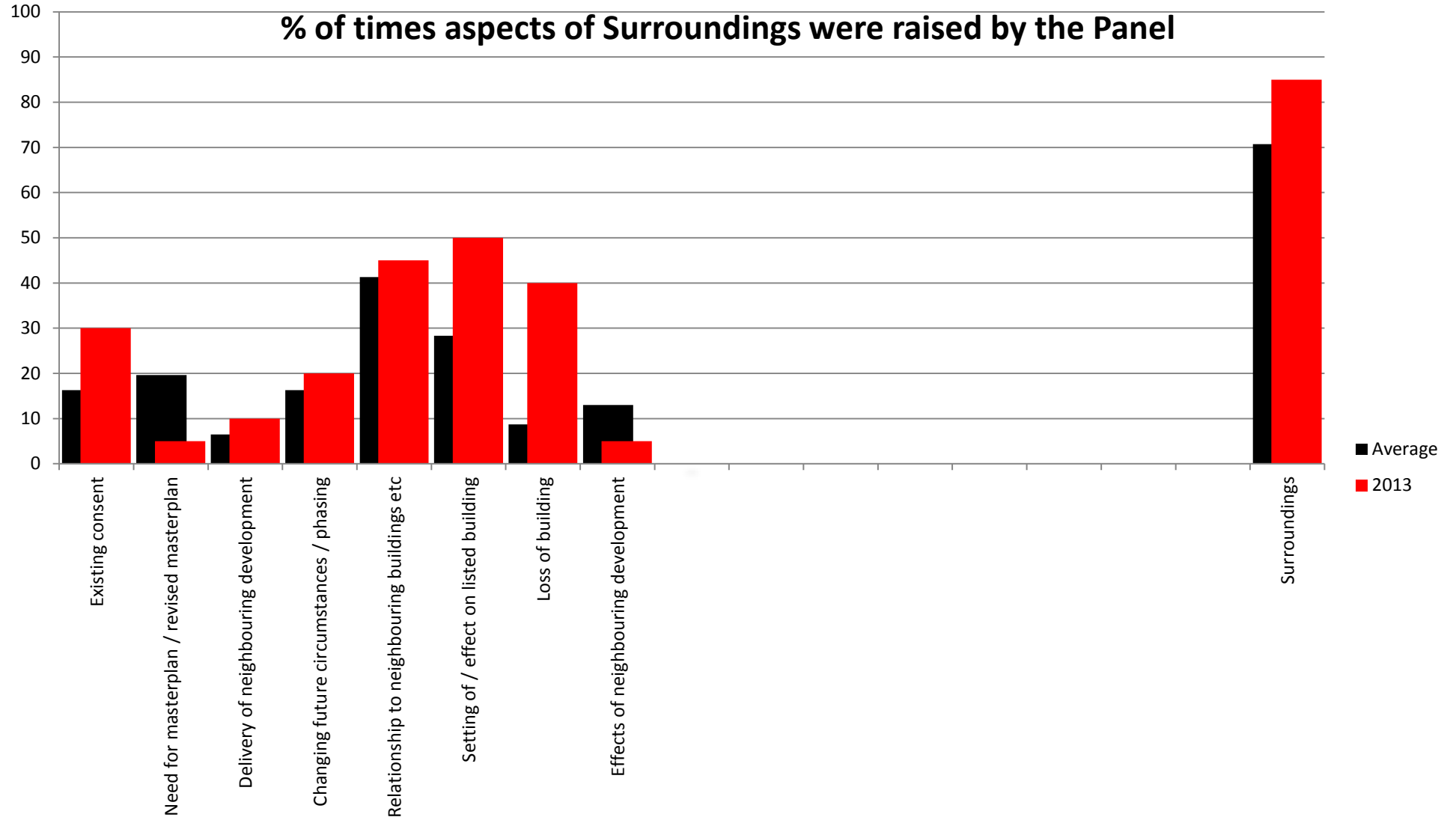




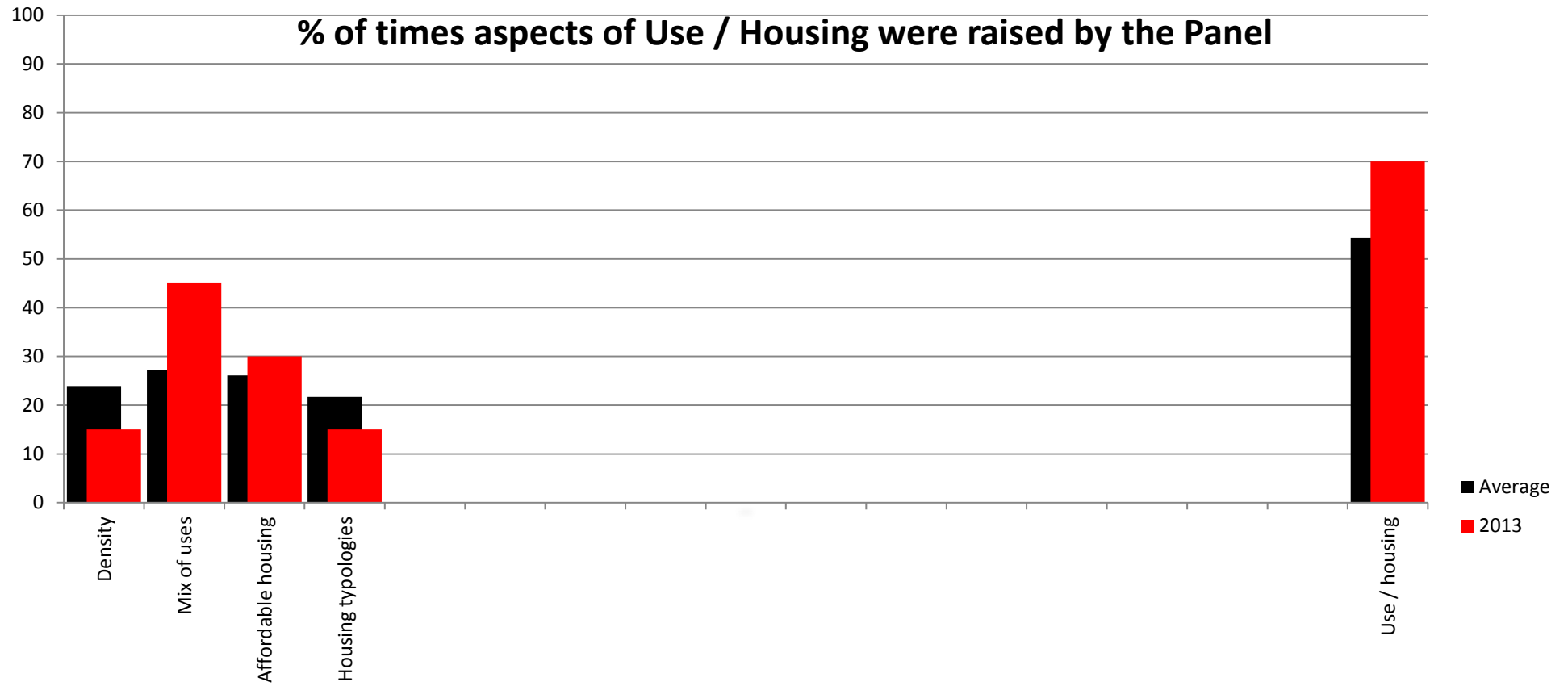
% of times aspects of Approach etc were raised by the Panel



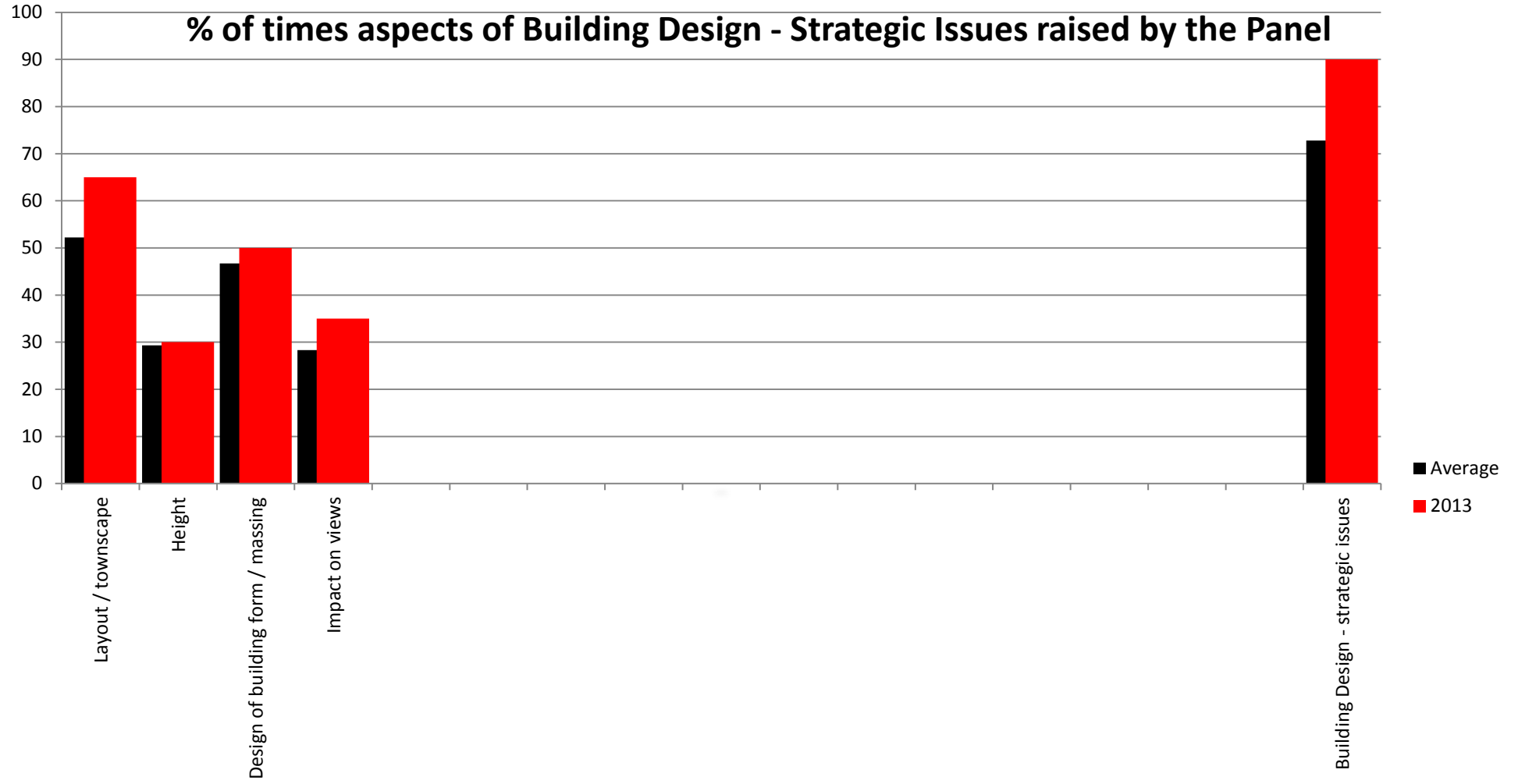
% of times aspects of Surroundings were raised by the Panel

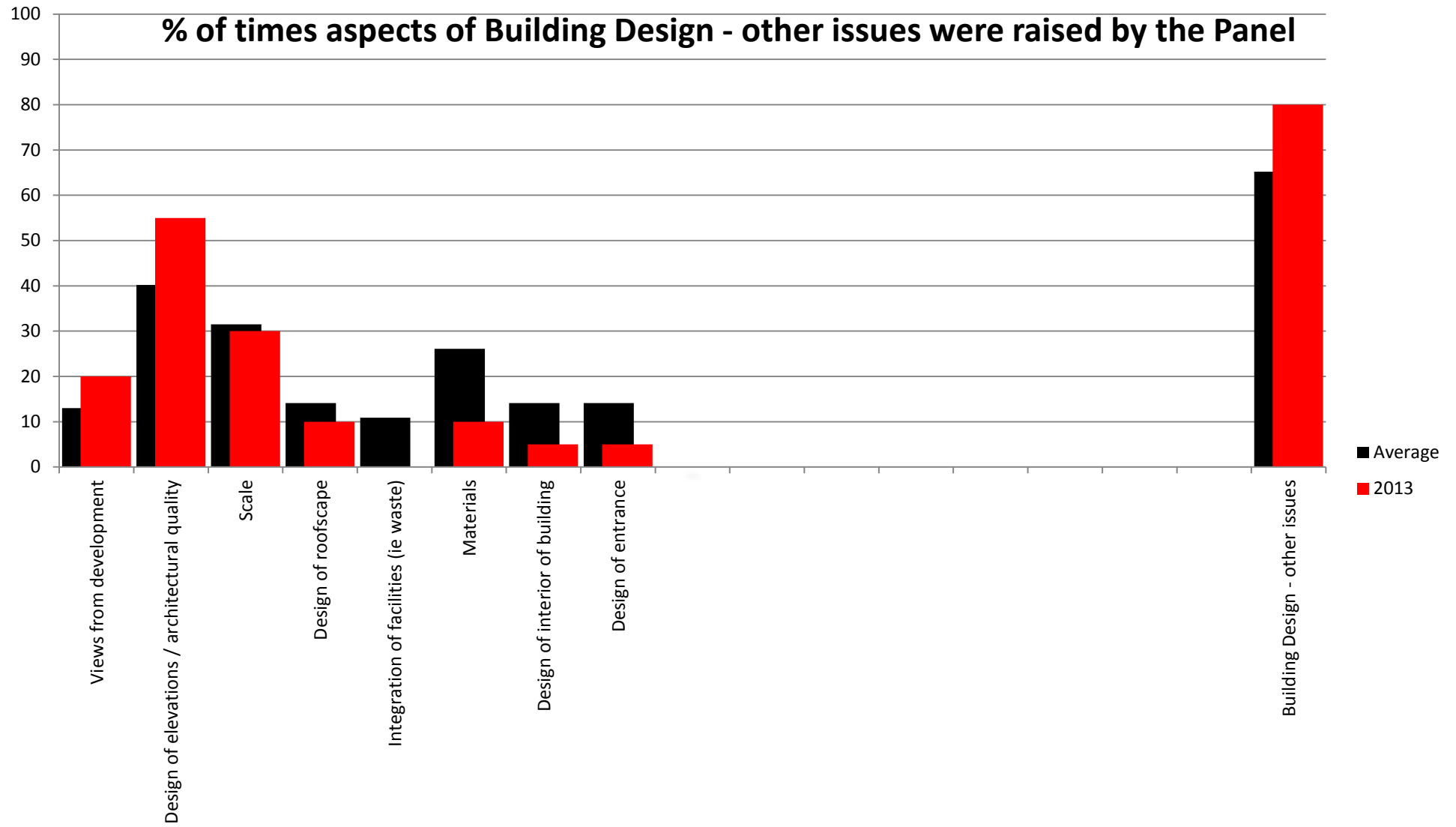


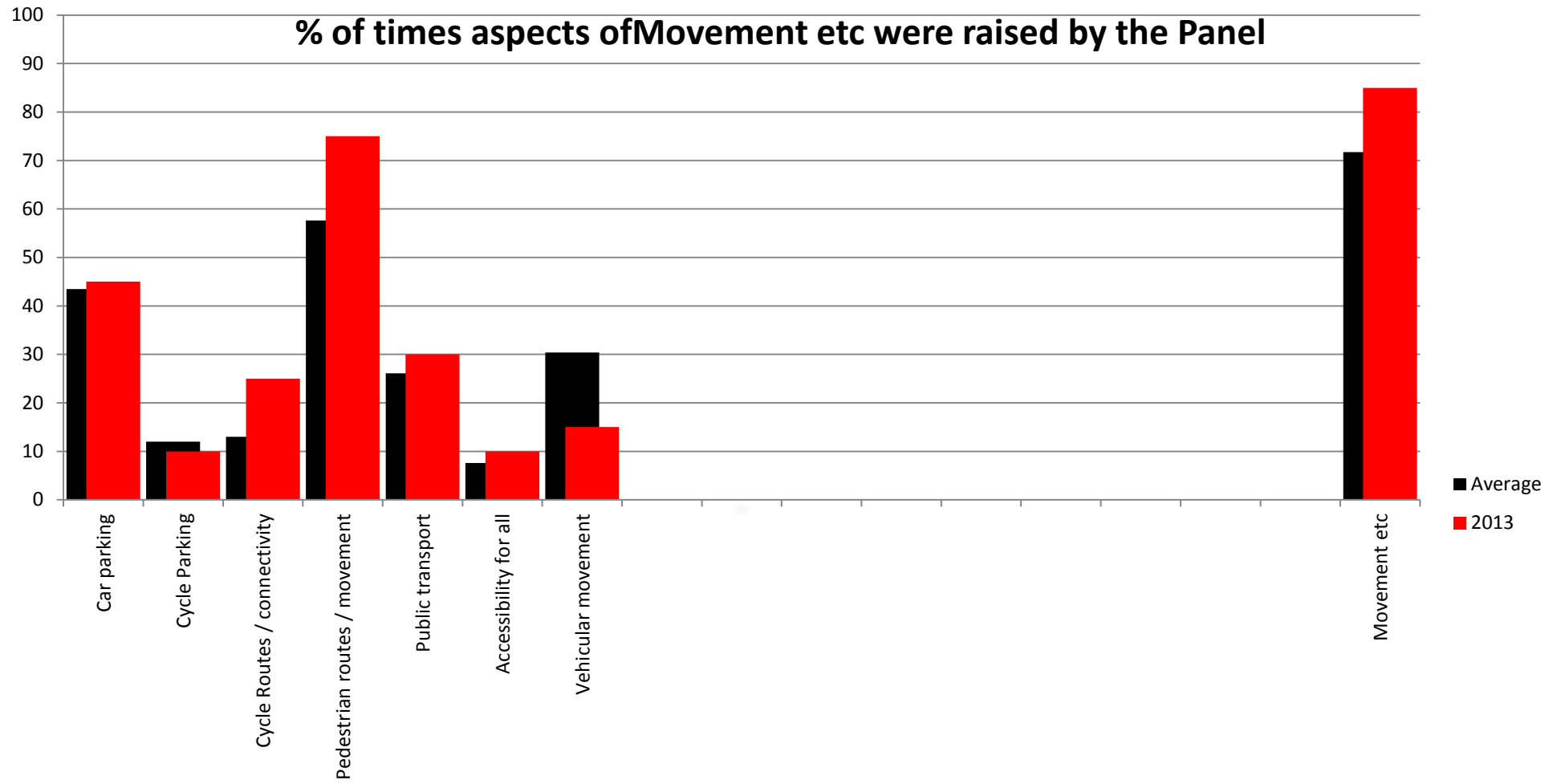
% of times aspects of Use / Housing were raised by the Panel

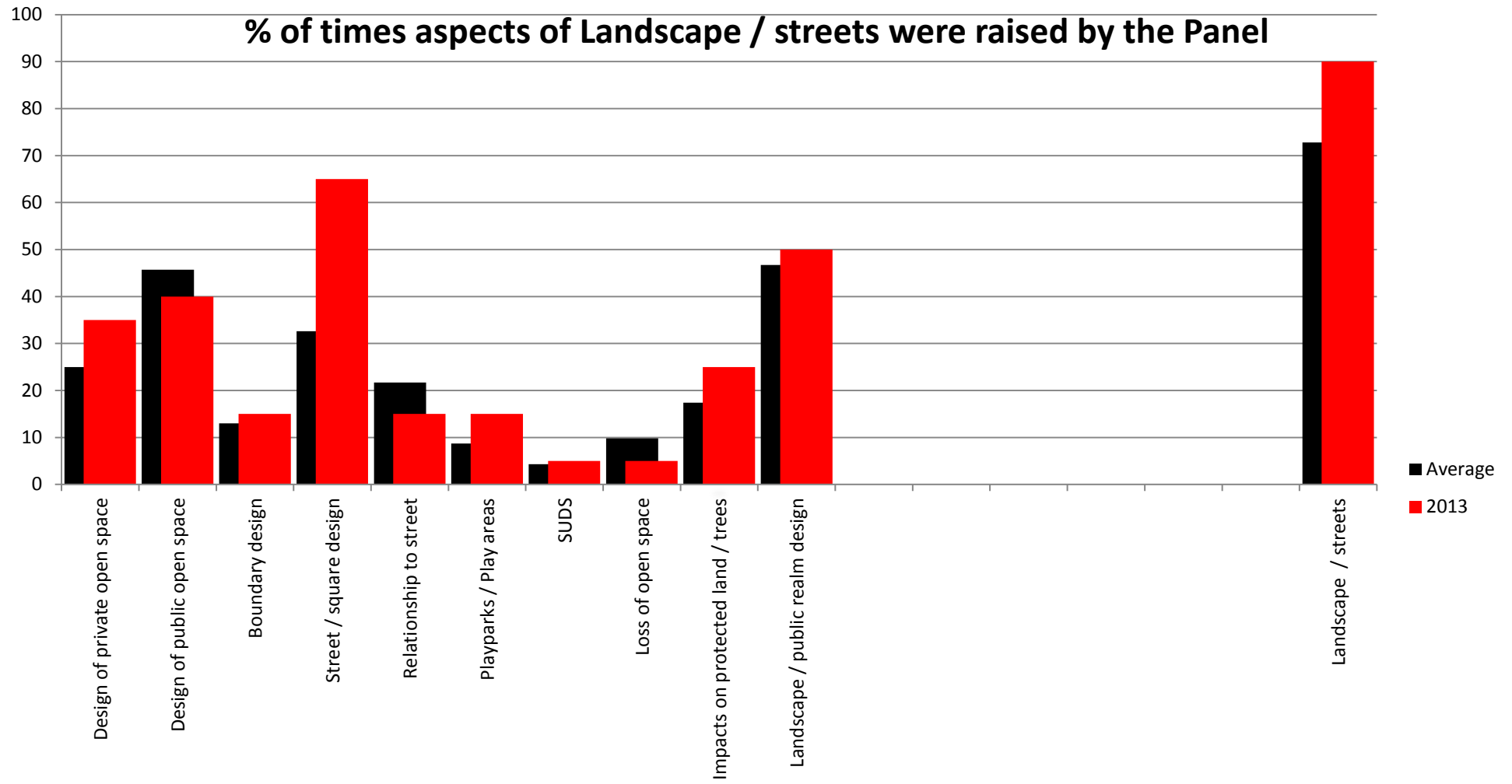


% of times aspects of Building Design - Strategic Issues raised by the Panel

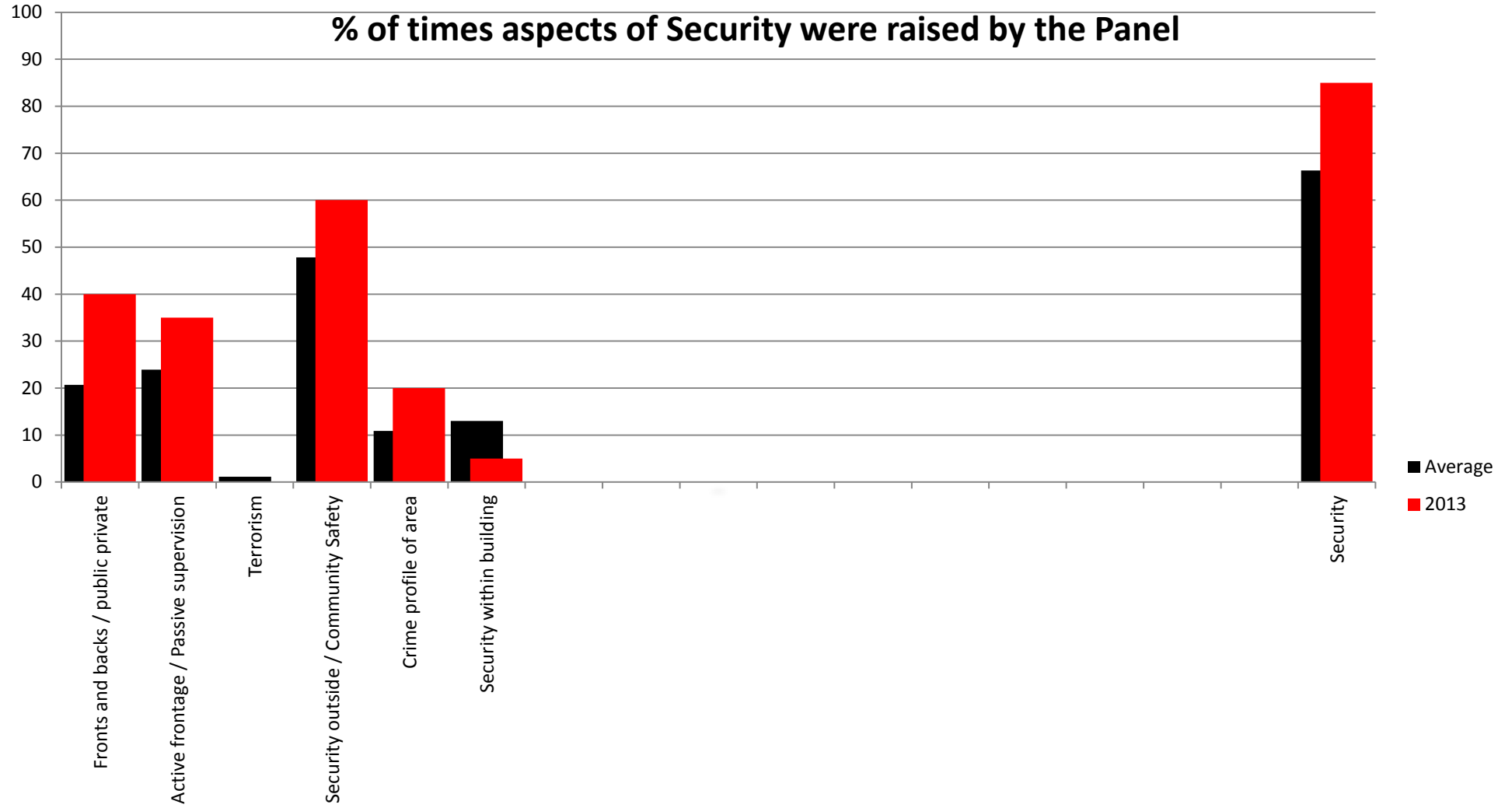




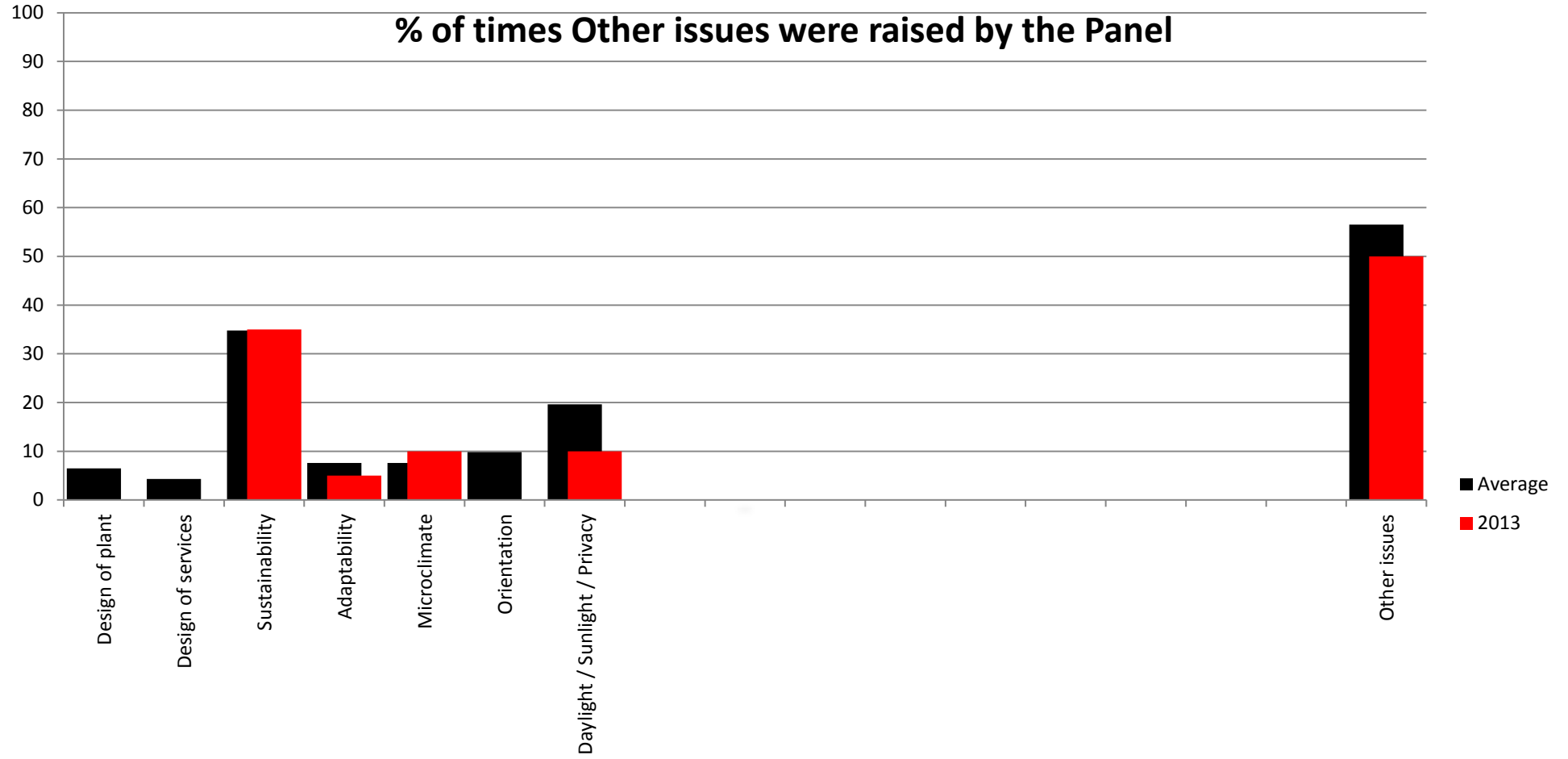




% of times aspects of Security were raised by the Panel



% of times Other issues were raised by the Panel



Appendix 3

Revised Remit, Functions, Roles and Procedures of the Edinburgh Urban Design Panel (27 February 2014)

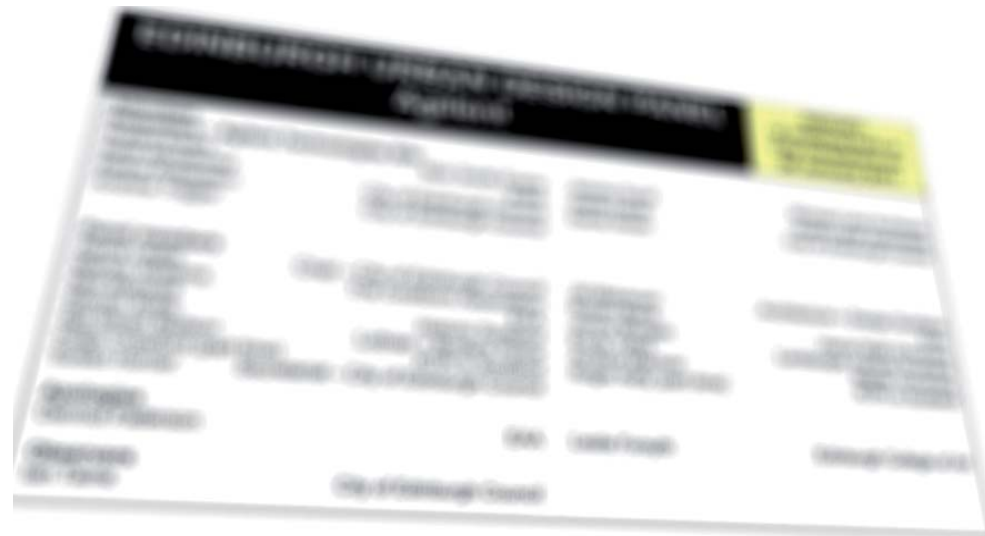


The Edinburgh Urban Design Panel
Revised Remit, Functions, Roles and Procedures

27
February
2014



About the Edinburgh Urban Design Panel



The Edinburgh Urban Design Panel was conceived as part of the City of Edinburgh Council's Design Initiative. It is one of a range of measures which are aimed at raising both the quality of the built environment in Edinburgh and the profile of design. It is an important ingredient in the pre-application process for major development proposals in the city.

Why have design reviews?

A high quality of urban design is a key objective for the Planning process. Design review also recognises design is a complex matter which can benefit from informed advice at an early stage.

What are the aims of Edinburgh's Panel?

To contribute constructive advice which can be used by design teams, planners and developers to develop proposals in a positive way, to impart advice on relevant Council policy and guidance and to provide a focus for projects significant to the city.

Who are the Panel members?

The members are drawn from a range of organisations with particular expertise to offer to the design review process. See the stakeholders and contacts page for full details.

How does the Panel operate?

The Panel is chaired by David Leslie, Acting Head of Planning at the Council, with a role to decide on

Introduction

This report relates to the development of the former Nighthall Technology Site South (Greenhillburg)

This is the first time that the proposals have been reviewed by the Panel

No declarations of interest were made by any panel members in relation to the scheme

This report should be read in conjunction with the pre meeting papers which provide an overview, context, concept, plans, sections and 3D visualisations of the scheme

Andrew Trigger provided an overview of the planning considerations as noted in the Planning Issues Paper.

Robert Evans and Jeremy Scott presented the proposal. Refer to the pre meeting presentation papers.

A PAN notice has been lodged and two community consultation events have taken place. It is envisaged that a PPP Application will be lodged at the end of February 2011.

The Panel and is not attributable to any one individual. The members who are represented at the panel



projects to be presented and to facilitate discussion during meetings at the City Chambers. After introduction from the relevant Planning Officer the developer's project team gives a short presentation of their proposals and then answers a series of questions from the Panel members who, with the project team present, then identify key issues for comment, the aim being to reach a group consensus. A design review report is drafted and circulated to Panel members for validation before being issued to the project team within two weeks of the meeting. The report and presentation material are not made public until a planning ap-



plication for the project is received.

What impact will the Panel have?

The Planning system has changed, placing greater emphasis on addressing issues earlier in the process. The Panel is a component of this change, contributing to improved transparency, inclusive engagement and shared exploration of design issues with key consultees.

How many reviews has the Panel carried out?

Between its inception March 2009 and **November 2013, the Panel carried out 93 reviews. Of these reviews, 79** were of development proposals with



the remainder of planning policy and guidance.

How often does it meet?

Meetings are held monthly on dates agreed by the Panel in the City Chambers.

Timescales for individual reviews may vary depending on the scale and complexity of the proposals considered, however, typically 1 hour is allowed per review.

It is expected that each panel meeting will consider 2 or 3 proposals.

Remit, Functions and Roles

Remit

The Edinburgh Urban Design Panel aims to raise the quality of the built environment within the City of Edinburgh Council area. In achieving this aim, the Panel will:

- 1 provide constructive and timely design advice which can be used by design teams, planners and, or developers to develop their proposals in a positive way;
- 2 provide design advice which is well reasoned and aims to be objective;
- 3 provide design advice on development proposals of a significant or complex nature and council policy and guidance with design significance;
- 4 provide design advice on projects which would set new standards;
- 5 provide design advice on building types which, if repeated, would have a cumulative impact;
- 6 not review proposals that are to be engaged with via Architecture and Design Scotland's Design Forum service.

Functions

The Edinburgh Urban Design Panel will:

- 7 be provided with formatted information in advance of any meeting of the Panel to allow a full understanding of the design issues raised by their proposals;
- 8 at the Panel meeting, be presented with the design aspects of proposals in as concise and comprehensive a manner possible;
- 9 seek to reach consensus on the advice to be provided and explain the rationale for this;
- 10 **agree key priorities and** provide written advice which summarises the discussion held at the Panel meeting;
- 11 allow advice to be viewed by the public once a planning application has been made.

Roles

The Edinburgh Urban Design Panel members will:

- 12 provide advice which draws on their professional knowledge and / or experience;
- 13 advise their respective organisations of the Panel's views;
- 14 adhere to the principles of conduct for the Edinburgh Urban Design Panel;
- 15 expect honesty and openness from all presenters to the Panel;
- 16 expect an undertaking from presenters to consider, reflect and take into account the advice provided in the development of the design;
- 17 on a yearly basis, take part in a review of the effectiveness of the Panel and make any changes as necessary in light of this;
- 18 provide representation to the the yearly A+DS Local Authority Design Review Panel meetings.



Procedures for the Panel's membership organisations

The panel members will:

- provide constructive advice which can be used by architects, planners and, or developers to develop their proposals in a positive way;
- provide advice which is well reasoned and which aims to be objective;
- provide advice which draws on their professional competence and / or experience
- seek to reach consensus on the advice to be provided and explain the rationale for this;
- ensure they are available to comment on or approve the design review report.
- allow advice to be viewed by the public once a planning application has been made;
- as Panel members advise their respective organisations of the Panel's views;
- adhere to the Principles of Conduct for the Edinburgh Urban Design Panel.



Architecture+Design Scotland
Aithearsachd is Dealbhadh na h-Alba

Architecture and Design Scotland will:

- ensure that 1 member of their professional staff or 1 of their Design **Forum** Panel members can attend each Panel meeting;
- Ensure their representative will provide advice which could reasonably be expected to be reflective of the views of A+DS albeit without

prejudice to any later view of A+DS;

- Provide direct advice on Locally Significant Projects through its Design Forum Service.
- Update the Panel on when its reports of development proposals within Edinburgh have become publicly available on its website.



The Cockburn Association will:

- ensure that 1 member of their professional staff or board can attend each Panel meeting;
- ensure their representative will provide advice which could reasonably be expected to be reflective of the views of the Cockburn Association albeit without prejudice to any later view of the Cockburn Association.



The Edinburgh Architectural Association will:

- establish a small pool of their members from which panel members can be drawn and ensure that 3 of their members can attend each Panel meeting;
- refresh approximately a third of this pool on a yearly basis to ensure that there is a degree of continuity which is balanced by new voices

being brought to the panel;

- ensure that panel members are well respected within their profession, have a track record in achieving high quality design and are able to communicate effectively and objectively their view on design matters.

ESALA

Edinburgh School of Architecture & Landscape Architecture

The Edinburgh School of Architecture and Landscape Architecture will:

- ensure that 1 member of their academic staff can attend each Panel meeting;
- use academic experience and knowledge to contribute effectively on design matters;
- while ensuring confidentiality, use general findings of reviews in teaching.



Edinburgh World Heritage will:

- attend meetings where projects to be reviewed are in the World Heritage Site or are likely to have a significant upon it
- ensure that 1 member of their professional staff can attend such Panel meetings;
- ensure their representative will provide advice which could reasonably be expected to be reflective of the views of Edinburgh World

Heritage albeit without prejudice to any later view of Edinburgh World Heritage.

Landscape Institute
Scotland

The Landscape Institute Scotland will:

- establish a small pool of their members from which panel members can be drawn and ensure that 1 of their members can attend each Panel meeting;
- refresh approximately a third of this pool on a yearly basis to ensure that there is a degree of continuity which is balanced by new voices being brought to the Panel;
- ensure that Panel members are well respected within their profession, have a track record in achieving high quality design and are able to communicate effectively and objectively their view on design matters.

HISTORIC  SCOTLAND

Historic Scotland will:

- ensure that 1 member of their professional staff can attend each Panel meeting;
- ensure their representative will provide advice which could reasonably be expected to be reflective of the views of Historic Scotland albeit without prejudice to any later view of Historic

Scotland;

- provide advice about any relevant matters relating to the historic environment affected by development.



Police Scotland will:

- ensure that 1 member of their Police liaison service can attend each Panel meeting;
- ensure their representative will provide advice which could reasonably be expected to be reflective of the views of Police **Scotland** albeit without prejudice to any later view of Lothian and Borders Police;
- provide advice about any relevant matters relating to building security affected by the urban design of the development;



The RTPI in Scotland will:

- establish a small pool of their members from which a Panel member can be drawn and ensure that 1 of their members can attend each Panel meeting;
- ensure that Panel members are well respected

within their profession, have a track record in achieving high quality design and are able to communicate effectively and objectively their view on design matters.



The School of the Built Environment at Heriot Watt University will:

- ensure that 1 member of their academic staff can attend each Panel meeting;
- use academic experience and knowledge to contribute effectively on design matters;
- while ensuring confidentiality, use general findings of reviews in teaching.



The Transport Research Institute at Napier University will:

- ensure that 1 member of their academic staff can attend each Panel meeting;
- use academic experience and knowledge to contribute effectively on design matters;
- while ensuring confidentiality, use general findings of reviews in teaching.

Procedures for Council Officials

The chair will:

- be a staff member of the Council's Planning service.
- provide a facilitatory role to focus the Panel's discussion upon providing advice upon the proposals being reviewed;
- decide on the proposals to be reviewed;
- invite architects, planners and developers to present revised proposals if a subsequent review is considered likely to have significant benefit to the design development;
- advise presenters to ensure that they are providing relevant information for review;
- broadly set out the themes raised in the discussion and indicate the extent to which it is considered action is required;
- arrange external contacts with organisations, including the media;
- provide feedback on how projects have developed since being reviewed by the Panel.

The secretariat will:

- be a staff member of the Council's Planning service;
- arrange the Panel's meeting places and times;
- liaise with architects, planners and developers to establish the type of information that should be provided prior to the panel meeting and for the panel meeting;
- request presenters to provide issues papers on

- their proposals 8 days in advance of the panel meeting to ensure that this information can be issued to Panel members one week in advance;
- ensure a short summary of the planning issues surrounding the proposals if necessary is provided;
- sum up the detailed findings of the review and seek a consensus on the weight to be ascribed to any issues if necessary;
- prepare and issue a draft Panel report 3 working days after the Panel meeting to ensure that agreement can be reached upon it within 2 weeks of the Panel's meeting;
- Include in the written advice any declarations of interest that have been made and any decisions relating to such declarations;
- amend the draft report to reflect any additional comments made by Panel members;
- advise the chair on matters of remit, functions, roles and procedures;
- on behalf of the Panel, issue the formal advice of the panel to the architects, developers and planners;
- ensure the Panel's website is kept up to date.
- liaise with A+DS service to agree projects that will be engaged with via the Design Forum service.

Planning officials should:

- ensure architects, developers and consultant

planners are made aware of the potential for their project to be reviewed;

- provide a pre meeting paper which sets out the planning context for the proposal being considered. This should highlight in particular any relevant design policies or issues, **particularly where the proposal may be contrary to any policy;**
- ensure that this is provided no later than 8 days in advance of the meeting;
- provide a concise presentation on the planning issues and note that this should normally last for no more than 5 minutes;
- remain for the duration of the Panel's discussion to hear the views expressed;
- encourage the design team to consider, reflect and take into account the advice provided in the development of the design;
- ensure that the Panel's report is added to the public record of the planning application;
- Set out how the Panel's comments have been addressed in any relevant planning report.

Procedures for presenters

To ensure that Panel members have a full understanding of the design issues raised by their proposals, architects, consultant planners and developers should:

- provide pdf versions of A3 landscape format booklets which illustrate the design concept and, to scale, context, plans, sections, elevations. In addition, other relevant material such as 3 dimensional views alongside a concise narrative should be provided. This should be set out in accordance with the pro forma;
- provide a summary of the project information including, names of clients, consultants, key players and consultees, estimated project cost and procurement method, and size of site;
- ensure that this visual and written information is provided no later than 8 days in advance of the meeting;
- note that the Council cannot accept emails greater than 3MB in size and allow for delivery of CD copies of the information if it is not possible to email it by 1 week in advance of the meeting;
- provide at the Panel meeting hard copies of folded scale drawings at a size no greater than A1 which clearly illustrate the proposals and surrounding context;
- ensure / encourage their clients to attend Panel reviews;
- provide a concise presentation using Power-Point which sets out the rationale for the design including its concept and development in an appropriate timescale and note that for most presentations, this will be around **10 minutes**;
- remain for the duration of the Panel's discussion to hear the views expressed;
- consider, reflect and take into account the advice provided in the development of the design;
- provide a statement with the planning application on how the advice provided by the Panel has been addressed.

Definitions

Locally Significant Development (A+DS category): This is development that would significantly change the character of large area of the city through its scale or because of the sensitivity of the environment upon which the change is proposed. Examples of this type of development would be for master plans for more than 500 dwellings and major developments within areas of great landscape value.

Locally Significant Development will not be reviewed by the Edinburgh Urban Design Panel but instead will be referred to Architecture and Design Scotland and their Design Forum service.

Significant Development: This is considered to be development which is significant because of its scale or location. For example a tenement infill in the city centre or on an arterial route may be considered major because of its prominence whereas a development of a similar scale in an industrial area may not. Significant development may also be that which involves a significant departure from the development plan / finalised plan or that which raises issues not adequately covered by the development plan / finalised plan. If the degree of public interest in a proposal is likely to be substantial, this would indicate that the proposal would be significant. Discretion will be used by the secretariat in selecting such proposals for review.

Complex Development: This is considered to be development which has complex issues surrounding it such sensitivity due to location or a complex programme of functional requirements, for example a school. Discretion will be used by the secretariat in selecting such proposals for review.

Projects which set new standards: These are considered to include projects which create a new typology of building or architecture or one which is unusual to the Edinburgh context. Discretion will be used by the secretariat in selecting such proposals for review.

Building types which, if repeated, would have a cumulative impact: These are considered to include projects which, individually may not have a significant impact on the quality of the built environment, however if large numbers of them are built could have a significant impact.