

# Planning Committee

10am, Thursday, 26 February 2015

## Edinburgh Urban Design Panel: Fifth Progress Report

Item number	6.1
Report number	
Executive/routine	
Wards	All

### Executive summary

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The purpose of this report is to summarise the findings from the annual review of the Edinburgh Urban Design Panel's work.

### Links

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Coalition pledges	P15, P17, P28, P40
Council outcomes	<a href="#">CO19</a> , <a href="#">CO26</a>
Single Outcome Agreement	<a href="#">SO4</a>

## Edinburgh Urban Design Panel: Fifth Progress Report

### Recommendations

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- 1.1 It is recommended that Committee:
- 1) Notes the review the Panel has carried out and the range of issues covered; and
  - 2) Records its appreciation of the voluntary contribution made by existing Panel members to the design review process.

### Background

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- 2.1 The Edinburgh Urban Design Panel was constituted by the Planning Committee with an agreed remit, function, roles, procedures 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 progress 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.
- 2.2 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 2. The Panel is a voluntary body and neither its members nor their organisations are paid for their contribution.
- 2.3 Though the Panel was set up by the Council, it is independent of it, and is free to form its own views.
- 2.4 The Panel met for the first time in March 2009. Since then it has carried out 112 individual reviews. In March 2014, the Panel marked its fifth anniversary and the meeting was attended by Cath Ranson President of the Royal Town Planning Institute, as an observer.
- 2.5 It is part of the Panel's role to undertake a review of its effectiveness each year. Planning Committee requested that an annual review of operation be undertaken and progress reports have been presented in February 2010, August 2011, February 2013 and February 2014. In all cases, Panel members had taken part in review workshop which resulted in recommendations being made to the Planning Committee.

## Main report

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3.1 The Panel conducted its 2014 yearly review on 26 November 2014. A report of the meeting is contained in Appendix 1. Members of the Highland Design Panel and Highland Council had been observing the Panel's design review earlier in the afternoon and the visitors took part in the review discussion. This provided an opportunity to consider different perspectives and compare operating procedures.

3.2 The Panel's 2014 yearly review focused on these aspects:

- 2014 Panel Reviews: Work Programme;
- Operating Procedures; and
- Use of Panel's advice.

### **2014 Panel Reviews: Work Programme**

During 2014, the Panel carried out 19 reviews of development proposals within the city. Eighteen of these reviews were for developments that have resulted in, or are expected to result in, planning applications. The range of developments that the Panel has covered is similar to those covered in previous years. One piece of guidance has been reviewed by the Panel this year and one development reviewed twice at the request of the Panel given its scale, complexity and significance within the World Heritage Site and the city.

A broad range of developments across the city were reviewed by the Panel this year, including one project, which although small in scale, potentially could be significant in its impact on the city.

The Panel agreed that its work programme for 2014 had represented a broad range of projects across the city.

Future Actions by the Panel:

With respect to the selection of future projects for design reviews the Panel concluded that no change is necessary to the range and complexity of development proposals reviewed by the Panel. However, the following types of development proposals could be considered for design review by the Panel given their potential impact on the urban environment;

- 1) Temporary and permanent works to existing streets for example George Street.
- 2) Council lead major capital expenditure projects.
- 3) Council lead major urban expansion projects and any associated green belt management plans.

**Operating Procedures:**

With respect to the above, the discussion at the review meeting was focused on the level of support to Panel members. Generally, it appears that the level of support being given is appropriate and the arrangements are working well.

This year, the Panel reviewed one development proposal twice due to the scale, complexity and significance of the development within the World Heritage Site and the city. This was considered a successful approach for this particular development and therefore flexibility with respect to the agenda and programming of the meeting should be considered on a project to project basis, depending on its complexity and scale.

In terms of the material presented to the Panel, it is important that the presenting teams are clearly briefed by planning officials, to ensure that the relevant information is presented at the meeting to allow the Panel to provide full and constructive design advice.

Future Actions by the Panel:

The agenda and programming of the meeting should be considered on a project to project basis depending on its flexibility and scale.

Planning officials should continue to brief the presenting teams with respect to the remit, function and roles of the Edinburgh Urban Design Panel to ensure the relevant information is presented at the Panels review meetings.

**Use of Panel's advice:**

Once planning applications are made, the Panel's reports and background information are made publicly available. These can be viewed on the Panel's webpage [www.edinburgh.gov.uk/eudp](http://www.edinburgh.gov.uk/eudp) and on the Planning Portal. Panel reports are included as appendices to reports to Planning Committee and to the Development Management Sub-Committee.

Generally, it appears the Panel's advice is being incorporated into the proposals for buildings coming forward as planning applications. However, with respect to design advice specifically related to public realm, it could identify more clearly and strongly where the quality of the public realm is an important design consideration and therefore should be delivered as part of the planning process.

As part of the Panel's 2014 annual review, a survey was sent to all of the presenting teams which attended Panel review meetings in 2014 to gain their feedback.

Generally, it appears the level of support to the presenting teams is working well and both the advice provided at the meeting and through the report is considered constructive and helpful. The statistical results of this survey are contained in Appendix 3.

One re-occurring observation/comment made by the presenting teams is the perception of independence of the authors of the Panel's design review reports. The Panel's design review report is drafted by council officials. These officials are planning officers with design experience who normally have no involvement with the proposals being reviewed. A draft report is issued to the Panel members and amended to take account of any comments prior to it being issued. This practice is set out in the procedures for council officials in the Panel's Remit, Functions, Roles and Procedures dated 27 February 2014 as contained in Appendix 2. This is an efficient way of supporting the preparation of the design review reports and it is recommended that this practice is maintained.

With respect to the Panel's membership, another comment from the survey suggested the inclusion of a professional organisation with developer/commercial expertise, could bring benefits to the design review. This point was raised with the Panel and they were of the opinion that this expertise is already embedded within the professionals who sit on the Panel.

Future Actions by the Panel:

To provide stronger and clearer advice with respect to public realm.

To maintain the current practice and procedures with respect to the preparation of the Panel's design review report.

## Measures of success

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

## Financial impact

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- 5.1 There is no financial impact arising directly from this report.

## Risk, policy, compliance and governance impact

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- 6.1 The Panel operates in accordance with its remit, function and roles, therefore the risk is low.

## Equalities impact

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- 7.1 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 pre-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 and standards of living by supporting the creation of attractive well designed urban environments and places.

The Panel helps productive and valued activities by supporting the economic development of the city by encouraging its physical development. The Panel helps to support rights of the individual and for family and social life by the supporting and creation of good quality places 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 consider many aspects including age, disability and gender with respect to ease of movement and safety. 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 developments within the city.

## Sustainability impact

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- 8.1 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 Panels 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

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- 9.1 In preparation of this report, the Panel itself was consulted. A survey was sent to all of the presenting teams who attended Panel meetings in 2014 to gain their feedback.

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 the community before being finalised.

## Background reading/external references

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9.1 The Edinburgh Urban Design Panel's website: [www.edinburgh.gov.uk/eudp](http://www.edinburgh.gov.uk/eudp).

### John Bury

Acting Director of Services for Communities

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## Links

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<b>Coalition pledges</b>	<p>P15 – Work with public organisations, the private sector and social enterprise to promote Edinburgh to Investors.</p> <p>P17 – Continue efforts to develop the city's gap sites and encourage regeneration.</p> <p>P28- Further strengthens our links with the business community by developing the implementing strategies to promote the economic well being of the city.</p> <p>P40 – Work with Edinburgh World Heritage Trust and other stakeholders to conserve the city's built heritage.</p>
<b>Council outcomes</b>	<p>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.</p> <p>CO26 – The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.</p> <p>SO4 Edinburgh's communities are safer and have improved physical and social fabric.</p>
<b>Appendices</b> *	<ol style="list-style-type: none"><li>1. Report of the Edinburgh Urban Design Panel – Panel's Yearly Review -2014.</li><li>2. Remit, Functions, Roles and Procedures of the Edinburgh Urban Design Panel (27 February 2014)</li><li>3. Statistical results of survey.</li></ol>

# **EDINBURGH URBAN DESIGN PANEL Panel's Yearly Review 2014**

**REPORT  
of meeting held at  
the City Chambers  
on 26 November**

**Panel members**

David Leslie	Chair – City of Edinburgh Council	Beth Fraser	EAA
Marion Williams	The Cockburn Association	Ken Lochrie	EAA
Charles Strang	RTPI in Scotland	Alex Maclaren	Heriot Watt
Adam Wilkinson	Edinburgh World Heritage Trust	Stephen McGill	Police Scotland
Bob Bainsfair	Landscape Institute Scotland	Heather Chapple	Architecture + Design Scotland
Sole Garcia Ferrari	ESALA	Johnny Cadell	Architecture + Design Scotland
Francis Newton	City of Edinburgh Council	Steven Robb	Historic Scotland
David Givan	City of Edinburgh Council	Susan Horner	City of Edinburgh Council
Una Lee	The Highland Council		
James Maxwell	Maxwell + Company		
Ian Sutherland McCook	1Architects		

## **Executive Summary**

This report summarises the discussion and recommendations arising at the Edinburgh Urban Design Panel's Yearly Review of 2014. The Panel has continued to carry out urban design reviews for development proposals across the city. Generally subject to some minor changes, the remit, functions and roles of the Panel as currently practiced, are working well.

## **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, February 2013 and February 2014. At its yearly review, the Panel has discussions which result in recommendations being made to Planning Committee.
- 1.3 The 2014 yearly review which this report summarises concentrated on four aspects:
- 2014 Panel Reviews: Work Programme
  - Operating Procedures
  - Use of Panels advice
- 1.4 Representatives of the Panel met colleagues from other Scottish local authority design review Panels in January 2014. Following that meeting representatives from the Glasgow Panel observed the meeting and Highland Council and members of the Highland design review panel observed the November meeting both with a view to share experiences and to gain an awareness of operation of the Edinburgh Urban Design Panel.

### **2 2014 Panel Reviews: Work Programme**

- 2.1 This year, the Panel carried out 19 reviews of development proposals within the city. Eighteen of these reviews were for developments that have resulted or are expected to result in planning applications.



- 2.2 The range of developments that the Panel has covered is similar to those covered in previous years. One piece of guidance has been reviewed by the Panel this year and one development reviewed twice at the request of the Panel given its scale, complexity and significance within the World Heritage Site and for the city.
- 2.3 Of development types and mix the Panel were of the view that this year represented a broad mix of developments across the city including one project which although small in scale potentially could be significant in its impact on the city.
- 2.4 With respect to the selection of future reviews the Panel consider the following types of projects appropriate to come forward for review given their potential impact on the urban environment;
- Temporary and permanent works to existing streets for example George Street.
  - Council lead major capital expenditure projects for example the Conference Centre extension. It was also noted that these should come to the Panel as early as possible in the design process.
  - Council major urban expansion projects and any associated green belt management plans.

### **3 Operating Procedures**

- 3.1 With respect to the above the discussion was focused on the level of support to Panel members. Generally, it appears the level of support to the Panel members is working well.
- 3.2 It is important that those presenting to the Panel are briefed clearly prior to a Panel meeting to ensure the relevant information is presented which clearly explains the proposals. It was considered by some Panel members that the analysis and design rationale could be omitted from the presentation at the meeting because this information generally is issued to the Panel in advance as part of the presenters pro format papers. However, other Panel members felt it was important that the designer could present this information to ensure that the analysis and design ideas are clearly conveyed and understood by the Panel prior to any discussion.
- 3.3 Flexibility with respect to the agenda and programming of the meeting is supported by the Panel and should be considered on a project to project basis depending on its complexity and scale.
- 3.4 The Panel suggested the use of a 'Drop Box' facility as a way of issuing the presenters pro format papers. CEC to consider this as a method of distribution instead of email.

### **4 Use of the Panel's Advice**

- 4.1 CEC explained at the meeting how the Panel's report is used by the planning officials.
- 4.2 Generally, it appears the Panel's advice is being incorporated into the developed building designs coming forward as planning applications. Although Luton Place was noted by the Panel as a design which in their view dipped in design quality during the planning process.
- 4.3 However, the main concern from the Panel is the quality of public realm generally being delivered in the city. It was suggested that the Panel's advice could identify more clearly and strongly where the quality of the public realm is an important design consideration and therefore should be delivered as part of the planning process.
- 4.4 A survey will be sent to all of the presenting teams which attended Panel meetings in 2014 to gain their feedback.

## 5 Recommendations

5.1 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:

- Work Programme:

To review more council lead projects for both temporary and permanent works to existing streets for example George Street, major capital expenditure projects for example the Conference Centre extension and urban expansion projects on the edge of the city.

- Operating Procedures:

Flexibility with respect to the agenda and programming of the meeting is supported by the Panel and should be considered on a project to project basis depending on its complexity and scale.

- Use of Panels advice:

To provide stronger and clearer advice with respect to the design of public realm and the importance of it being delivered through the planning process.

## 6 List of 2014 Panel Reviews: Work Programme

January: Market Street

February: The Drum

Buccleuch Street/Meadow Lane

March: West Craigs

Craigmillar Town Centre

April: Edinburgh Street Design Guidance

Fountainbridge South

May: 3-6 St Andrew Square

Burdiehouse

June: St James

Bailiefield

July: Capital Square

Haddington Place

August: The Royal Victoria

The Fruit Market Gallery

September: Forth Quarter

The Hermitage

October: St James

November: West Register Street

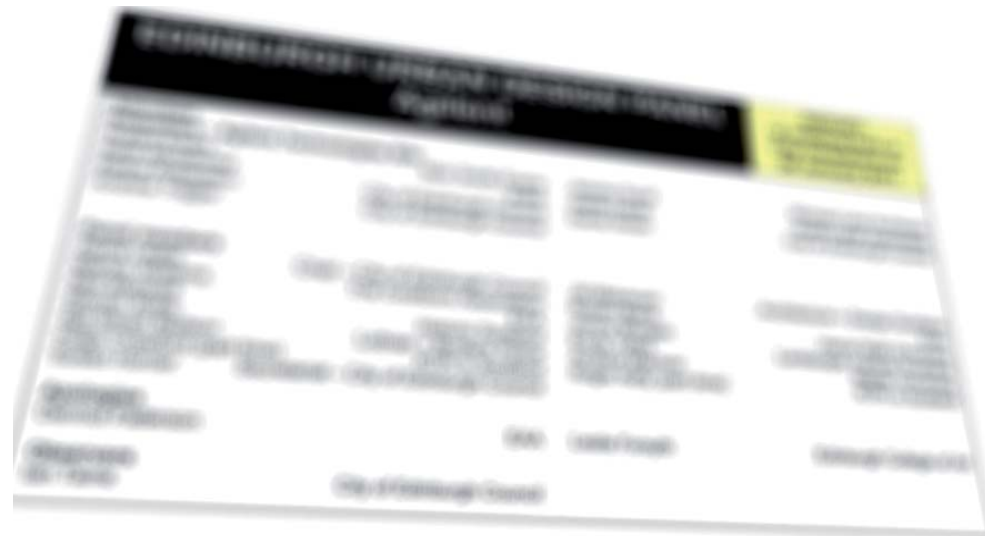


**The Edinburgh Urban Design Panel**  
Remit, Functions, Roles and Procedures

27  
February  
2014

# About the Edinburgh Urban Design Panel

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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

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## 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

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## 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

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## **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

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**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

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**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.

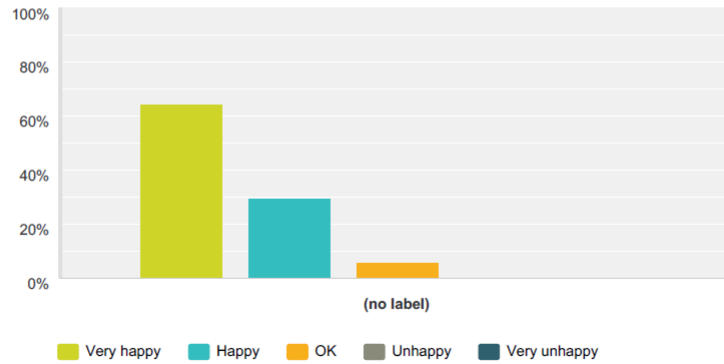
**Projects which set new standards:** These are considered to include projects which create a new typology of building or architecture or one which is unusual to the Edinburgh context. Discretion will be used by the secretariat in selecting such proposals for review.

**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.

Edinburgh Urban Design Panel review survey December 2014

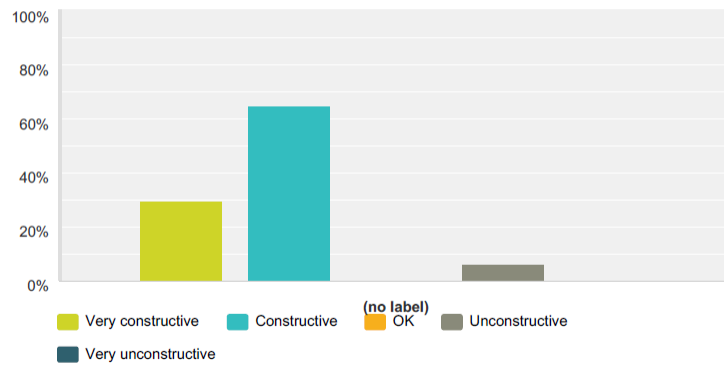
**Q2 How happy were you with the administration of the Design Review process?**

Answered: 17 Skipped: 0



**Q3 How constructive did you find the Design Review meeting?**

Answered: 17 Skipped: 0



**Q4 How helpful was the Design Review report?**

Answered: 17 Skipped: 0

