

## **Edinburgh Local Development Plan Report of Conformity with Participation Statement May 2015**

### **What is a Report of Conformity?**

The City of Edinburgh Council is required by law to prepare a Report of Conformity setting out how we have conformed to our Participation Statements during preparation of the Edinburgh Local Development Plan.

### **What is a Participation Statement?**

Participation Statements set out the range of opportunities to engage in the key stages of preparing the Edinburgh Local Development Plan and form a key part of each of the Development Plan Schemes published during the preparation process.

### **What have been the key stages in preparing the Plan?**

#### **Main Issues Report**

Preparation of the Local Development Plan began with producing a Main Issues Report in October 2011. This document set out the main areas where the Council felt it needed to make a change to a policy or proposal. It sought views giving a choice of approach in each circumstance. Where existing policies were working well, no change was suggested.

#### **Proposed Plan**

The Proposed Plan was prepared in response to comments received during the consultation on the Main Issues Report. It set out the Council's agreed content of the required new policies and proposals. It was published in May 2013 with an opportunity to submit representations prior to the plan being submitted to Scottish Ministers for approval.

#### **Second Proposed Plan**

The Second Proposed Plan came about because the Local Development needed to provide more housing land in response to Scottish Ministers wanting a larger housing land requirement across South East Scotland. The content of the second proposed plan was informed by responses received on the first Proposed Plan. It was published in August 2014 with a further opportunity to submit representations prior to submission to Scottish Ministers.

#### **Submission to Scottish Ministers**

The Second Proposed Plan, along with a summary of all the unresolved representations received to it, is to be submitted to Scottish Ministers to start an examination dealing with those representations. This Report of Conformity forms part of that submission.

## Engagement Intentions and Activities Undertaken

### Main Issues Report - Participation Statement March 2011

The plan preparation process began with the publication of a Main Issues Report. This was the principal opportunity for consulting stakeholders, including the public, on the content of the plan. Specifically it involved stakeholders in assessing the Council's preferred approaches to issues and options for key changes from the previous Local Plans.

The Participation Statement for the Main Issues Report set out our engagement intentions to facilitate this. These intentions, and the subsequent actions taken to meet these intentions, are listed below.

<b>Participation Statement March 2011</b>	<b>Engagement Activity</b>
Provide paper copies of the documents available at all public libraries and the Council planning office.	<ul style="list-style-type: none"> <li>• Provided paper copies of the MIR, Monitoring Statement and Environmental Report at all public libraries and the Council planning office.</li> <li>• Distributed over 1,000 copies of the Main Issues Report.</li> </ul>
Post the documents on the Council website.	<ul style="list-style-type: none"> <li>• The Council website was used to post the documents, details of consultation events and other supporting information</li> <li>• A slide show video presentation of the MIR was provided on the Council's website and on screens in our Planning reception and public libraries.</li> </ul>
Send information out via e-mail and letters as well as making it available on the Council website.	<ul style="list-style-type: none"> <li>• Copies of the Main Issues Report and associated documents were sent out to statutory stakeholders.</li> <li>• Notification letters and emails were sent out to the engagement database including those registering on a Local Development Plan mailing list.</li> </ul>
Send information out through Community Councils and other local networks.	<ul style="list-style-type: none"> <li>• Copies of the Main Issues Report and associated documents were sent to all Community Councils</li> <li>• The team attended meetings of the Edinburgh Civic Forum and individual community council/ neighbourhood partnership meetings on request.</li> </ul>
Share information at staffed exhibitions at public events, markets and shopping centres.	<ul style="list-style-type: none"> <li>• Staffed exhibitions at shopping centres across the city, Telford College and Edinburgh Royal Infirmary to share information.</li> </ul>
Hold workshops where appropriate.	<ul style="list-style-type: none"> <li>• West Edinburgh: awareness raising</li> </ul>

	<p>event aimed at local residents in November followed by a housing sites workshop in January</p> <ul style="list-style-type: none"> <li>• South East Edinburgh: two community consultation events one in November and one in January. Awareness raising, sharing information and discussion.</li> <li>• Leith: consultation workshop involving local community and other stakeholders.</li> <li>• Retailing and Infrastructure provision: two topic based workshops involving a range of invited stakeholders.</li> <li>• Met with Key Agencies, Scottish Government and developer/landowners of housing site options.</li> <li>• Edinburgh Youth Issues Forum – presentation and discussion groups.</li> </ul>
Use the media to raise awareness including features in the Council's "Outlook" publication which is sent to every household.	<ul style="list-style-type: none"> <li>• Statutory advert and articles in Evening News and Planning Newsletter.</li> <li>• Used Twitter (@plannededin) to provide regular updates and raise awareness of consultation events.</li> </ul>
Online and freepost questionnaire.	<ul style="list-style-type: none"> <li>• Main Issues Report written with 20 questions included within the document. Opportunity to submit comments online or by post.</li> </ul>

### Proposed Plan and Second Proposed Plan

On publication of both the first and Second Proposed Plan the character of engagement changed to providing specific information and facilitating representations. The content of the relevant Participation Statements set out our intentions for each of these stages of engagement. These and the actions taken are detailed below.

### Proposed Plan - Participation Statement March 2013

<b>Participation Statement March 2013</b>	<b>Engagement Activity</b>
All those who submitted responses to the Main Issues Report and others on our mailing list will be notified about the Proposed Plan.	Notified all those who submitted responses to the MIR and others on our mailing list about the Proposed Plan.
We will also notify people living close to new proposal sites in the way required by legislation.	Notified people living close to new proposal sites in the way required by legislation.

<p>Copies of the LDP and supporting documents will be sent to community councils and groups and placed in public libraries and the Council's Planning Reception.</p>	<p>Provided paper copies of the Proposed Plan and supporting documents to community councils and groups and placed in public libraries and the Council's Planning Reception.</p> <p>Documents include:</p> <ul style="list-style-type: none"> <li>• Proposed LDP</li> <li>• Schedule of Consultation Responses</li> <li>• Proposed Action Programme</li> <li>• Revised Environmental Report</li> <li>• Habitats Regulation Assessment</li> <li>• Transport Appraisal</li> <li>• Education Appraisal</li> </ul> <p>Equalities &amp; Rights Impact Assessment</p>
<p>All documents will also be published online, in advance of the formal start date if possible.</p>	<p>All documents were provided online along with details of drop-in events.</p>
<p>Drop-in sessions to help the public understand the Proposed LDP and how they can make representations if they wish.</p>	<p>Ran drop-in sessions to help the public understand the Proposed LDP and how they could make representations if they wished. These were:</p> <ul style="list-style-type: none"> <li>• South East Edinburgh, Faith Mission Hall, Gilmerton May 9th, 4-7pm</li> <li>• West Edinburgh, Drumbrae Library Hub, May 15th, 4-7pm</li> <li>• General session, Urban Room, Waverley Court, East Market Street, May 16th, 4-7pm.</li> </ul> <p>Additional resources provided included:</p> <ul style="list-style-type: none"> <li>• Preparation of a Form for Representations along with a guidance note to aid completion.</li> <li>• Slide show video presentation on website.</li> <li>• Use of Twitter to provide updates and raise awareness of consultation events.</li> <li>• Statutory advert in Evening News and an article in the Council's Planning News.</li> </ul>

**Pre-Second Proposed Plan**

<b>Participation Statement October 2013</b>	<b>Pre-Second Proposed Plan Activity</b>
Make representations to Proposed Plan available online together with summary by issue and map of additional housing sites promoted by representations.	Used Council website to post representations, summary and map.
Carry out user feedback survey to gather views on how easy to use the Proposed LDP and its supporting information were.	Survey completed and results informed Second Proposed Plan.
Focused engagement with community councils and community groups to discuss process ahead of revised LDP.	Ran eight sessions with Community Council and community groups during February 2014 to discuss reasons and process for Second Proposed Plan.

**Second Proposed Plan Engagement - Participation Statement June 2014**

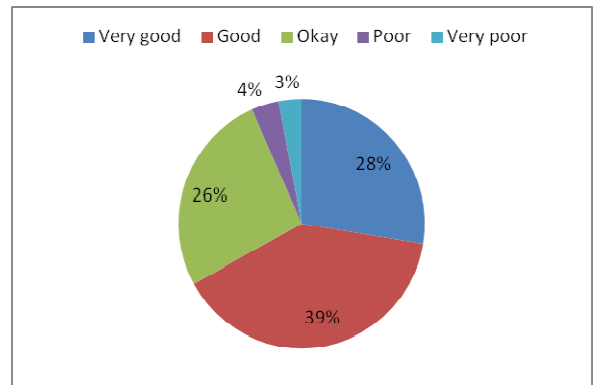
<b>Participation Statement June 2014</b>	<b>Second Proposed Plan Activity</b>
Everyone who submitted responses to the Proposed LDP or the Main Issues Report will be notified of when that period will start.	Notified all those who submitted responses to the Proposed Plan and the Main Issues Report and others on our mailing list about the Proposed Plan. Mailshot involved over 500 letters and 1,700 emails. Period ran for 6 weeks from 23 August to 3 October.
We will also notify properties neighbouring the proposals in the revised LDP in the way required by legislation.	Notified people living close to new proposal sites in the way required by legislation. Notification mailshot involved over 12,500 letters.
Copies of the revised LDP and its supporting documents will be sent to Community Councils and groups and placed in libraries and in the Council's planning reception.	Provided paper copies of the Proposed Plan and supporting documents to community councils and groups and placed in public libraries and the Council's Planning Reception. Documents include: <ul style="list-style-type: none"> <li>• Second Proposed Action Programme</li> <li>• Environmental Report – Second Revision</li> <li>• Housing Land Study</li> <li>• Revised Education Appraisal</li> <li>• Transport Appraisal – Addendum</li> <li>• Revised draft Habitats Regulation Appraisal (web only)</li> <li>• Equalities and Rights Impact Assessment update (web only)</li> </ul>
All documents will also be published online, in advance of the formal start date	All documents were provided online along with details of drop-in events by 23

if possible.	August 2014, the start of the representation period.
Drop-in sessions to help the public understand the Second Proposed Plan and how they can make representations if they wish.	<p>Ran drop-in sessions to help the public understand the Proposed LDP and how they could make representations if they wished. These were:</p> <ul style="list-style-type: none"> <li>• North West Edinburgh, Rosebery Hall, Queensferry, 26 August, 3.30-6.45pm</li> <li>• West Edinburgh, Drumbrae Library Hub, 28 August, 4 - 7pm</li> <li>• -South East Edinburgh, Kings Manor Hotel, Milton Road, 1st September, 4-7pm</li> <li>• South West Edinburgh, Gibson Craig Hall, Currie, 3 September, 4-7pm</li> <li>• South East Edinburgh, Faith Mission Hall, Gilmerton, 4 September, 4 - 7pm</li> <li>• General session, Urban Room, Waverley Court, East Market Street, 22 September, 4-7 pm</li> </ul> <p>Feedback surveys were collected at each event. Overall findings are given below.</p>

**All Drop-in Sessions combined (Total: 137 feedback forms)**

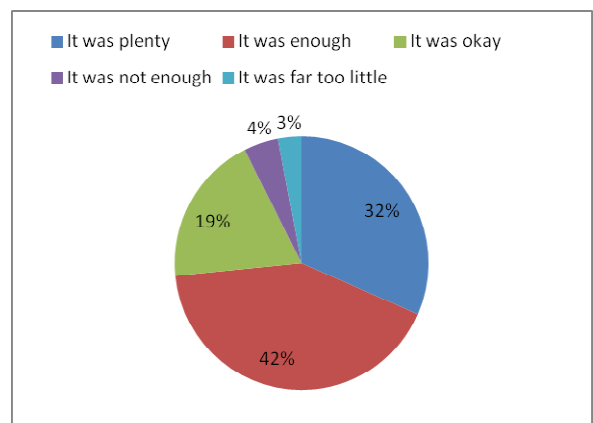
1) How useful did you find the information given?

<b>27.6%</b>	<b>39.4%</b>	<b>26.4%</b>	<b>3.6%</b>	<b>3%</b>
Very good	Good	Okay	Poor	Very poor



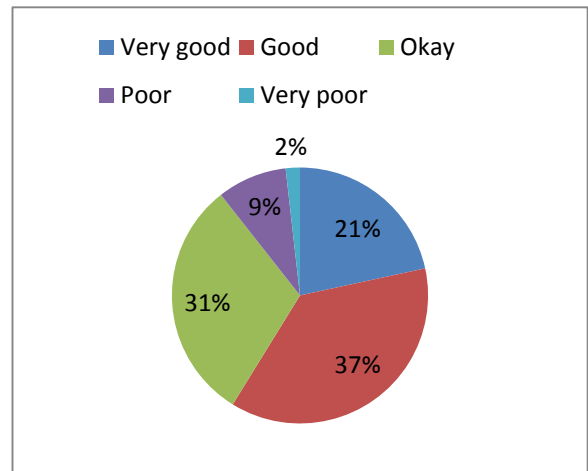
2) What did you think of the amount of time given?

<b>31.6%</b>	<b>41.8%</b>	<b>19.2%</b>	<b>4.4%</b>	<b>3%</b>
It was plenty	It was enough	It was okay	It was not enough	It was far too little



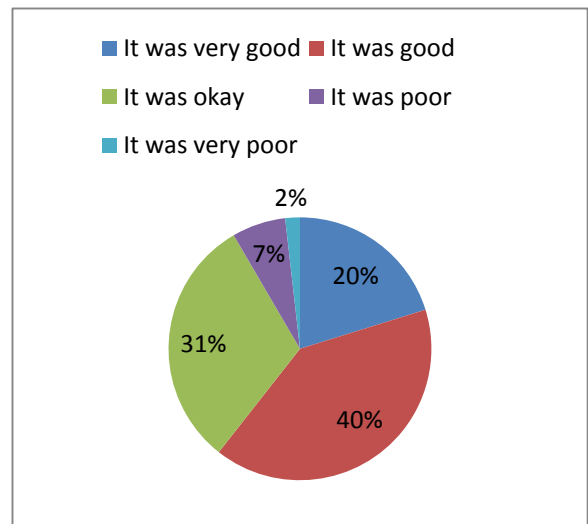
3) How useful were the information posters at the event?

<b>21.6%</b>	<b>37.2%</b>	<b>30.6%</b>	<b>8.8%</b>	<b>1.8%</b>
Very good	Good	Okay	Poor	Very poor



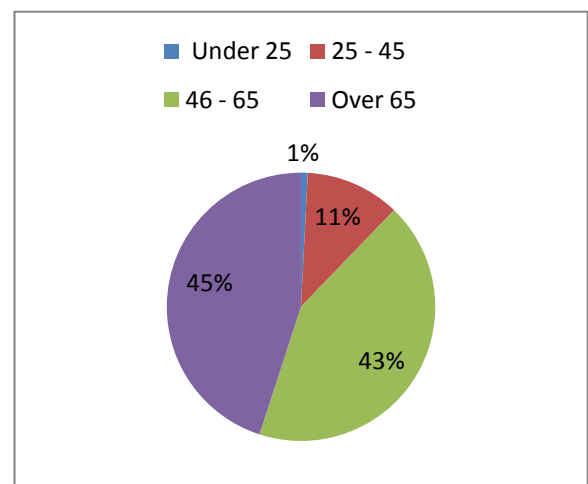
4) In general, what did you think of how the drop in session was delivered?

<b>20.2%</b>	<b>40.4%</b>	<b>31%</b>	<b>6.6%</b>	<b>1.8%</b>
It was very good	It was good	It was okay	It was poor	It was very poor



5) What is your age group?

<b>0.8%</b>	<b>11.4%</b>	<b>42.8%</b>	<b>45%</b>
Under 25	25 - 45	46 - 65	Over 65



## **Conclusion**

The above assessment of Participation engagement intentions and the activity undertaken demonstrates that the Council has fully met its commitments made within the relevant Participation Statements, including the one operative when the Second Proposed Plan was published for representations.