

Notice of meeting and agenda

Planning Committee

10.00 am, Thursday, 25 February 2016

Dean of Guild Court Room, City Chambers, High Street, Edinburgh

This is a public meeting and members of the public are welcome to attend.

Contacts

E-mail: stephen.broughton@edinburgh.gov.uk / carol.richardson@edinburgh.gov.uk

Tel: 0131 529 4261/529 4105

1. Order of business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of interests

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Planning Committee of 3 December 2015 – submitted for approval as a correct record

5. Planning Policy

- 5.1 Edinburgh Planning Guidance: Student Housing – Finalised Guidance – report by the Executive Director of Place (circulated)
- 5.2 Annual Review of Guidance – report by the Executive Director of Place (circulated)

6. Planning Process

- 6.1 Development Management Procedures for Major Applications – report by the Executive Director of Place (circulated)

7. SESPlan

- 7.1 SESPlan: Governance Review and 2016/17 Operating Budget – report by the Executive Director of Place (circulated)

8. Conservation

- 8.1 Old and New Towns of Edinburgh World Heritage Site Update – report by the Executive Director of Place (circulated)

9. Design

- 9.1 Edinburgh Urban Design Panel: Sixth Progress Report – report by the Executive Director of Place (circulated)

10. Grants

- 10.1 Grants to Third Sector Organisations 2016/17– report by the Executive Director of Place (circulated)

11. Motions

10.1 None

Kirsty-Louise Campbell

Interim Head of Strategy and Insight

Committee Members

Councillors Perry (Convener), Dixon (Vice-Convener), Bagshaw, Balfour, Blacklock, Cairns, Child, Heslop, Howat, Keil, McVey, Milligan, Mowat, Ritchie, and Robson.

Information about the Planning Committee

The Planning Committee consists of 15 Councillors and is appointed by the City of Edinburgh Council. The Planning Committee usually meets every eight weeks. It considers planning policy and projects and other matters but excluding planning applications (which are dealt with by the Development Management Sub-Committee).

The Planning Committee normally meets in the Dean of Guild Court Room in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the meeting is open to all members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Stephen Broughton or Carol Richardson, Committee Services, City of Edinburgh Council, Waverley Court, Business Centre 2.1, 4 East Market Street Edinburgh EH8 8BG, Tel 0131 529 4261 or 529 4105, e-mail stephen.broughton@edinburgh.gov.uk/carol.richardson@edinburgh.gov.uk.

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

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Planning Committee

10.00am, Thursday, 3 December 2015

Present

Councillors Perry (Convener), Dixon (Vice-Convener), Bagshaw, Balfour, Blacklock, Cairns, Child, Heslop, Keil, McVey, Mowat, Ritchie, and Robson.

1. Minutes

Decision

To approve the minutes of the Planning Committee of 1 October 2015 as a correct record.

2. Housing Land Audit 2015

Details were given of Edinburgh's completed 2015 Housing Land Audit, used as a monitoring tool to assess the performance of Strategic Development Plan housing land policies and targets.

Decision

- 1) To note the report.
- 2) To agree to refer it to the SESPlan Joint Committee with the invitation to adopt the two-part reporting format for a future consolidated regionwide Audit.
- 3) To agree to refer the report to the Health, Social Care and Housing, and Economy Committees for consideration.
- 4) To agree to forward the report as a background paper to the evidence to be submitted to the review of the Scottish Planning System.

(Reference – report by the Acting Director of Services for Communities, submitted.)

3. Developer Contributions and Affordable Housing Guidance – finalised version

Committee had previously approved draft guidance on Developer Contributions and Affordable Housing for consultation purposes. Following public engagement, the document had been revised and Committee was asked to approve the finalised version of the guidance for use in determining planning applications.

Decision

To approve the finalised Guidance on Developer Contributions and Affordable Housing for use in determining planning applications.

(References – Planning Committee 6 August 2015 (item 3); report by the Acting Director of Services for Communities, submitted.)

4. Supplementary Guidance: Bruntsfield/Morningside and Leith Town Centres- drafts for consultation

Committee was asked to approve draft Supplementary Guidance for Bruntsfield/Morningside Town Centre and Leith Town Centre for consultation. Once finalised and adopted, the guidance would be used to determine planning applications for the change of use of shop units to non-shop uses and help deliver the wider placemaking agenda.

Decision

- 1) To approve the draft Supplementary Guidance for Bruntsfield/Morningside Town Centre for consultation.
- 2) To approve the draft Supplementary Guidance for Leith Town Centre for consultation.

(Reference – report by the Acting Director of Services for Communities, submitted.)

5. Policies – Assurance Statement

To ensure that Council policies remain current and relevant, all directorates were required to review their policies on an annual basis. Details were given of the policies and guidance currently in place which were subject to approval by the Planning Committee.

Decision

To note that the Council policies detailed in the report had been reviewed and were considered current, relevant and fit for purpose.

(Reference – report by the Acting Director of Services for Communities, submitted.)

6. Planning and Building Standards Customer Engagement Strategy and Service Charter

Approval was sought for the Planning and Building Standards Customer Engagement Strategy and Service Charter, which set out how the Planning and Building Standards Service would communicate and consult with customers, and the level of service that it would provide. The documents had been revised following consultation.

Decision

To approve both the Customer Engagement Strategy and the Customer Service Charter.

(Reference - report by the Acting Director of Services for Communities, submitted.)

7. Planning Enforcement Charter – Statutory Review

The Planning etc (Scotland) Act 2006 requires that local authorities review their planning enforcement charters every two years. Approval was sought for Edinburgh's revised Planning Enforcement Charter.

Decision

To approve the revised Planning Enforcement Charter.

(Reference – report by the Acting Director of Services for Communities, submitted.)

8. Old and New Towns of Edinburgh World Heritage Site Monitoring Report

Committee was advised of the results of the sixth Monitoring Report for the Edinburgh World Heritage Site aligned with the priorities set out in the 2011 – 2016 Management and Action Plans.

Decision

To note the report.

(Reference – report by the Acting Director of Services for Communities, submitted.)

9. Leith Conservation Area Character Appraisal Final Version

Following a period of engagement with local community groups and individuals, the Leith Conservation Area Character Appraisal had been revised. Committee was asked to approve the finalised version.

Decision

To approve the final version of the Leith Conservation Area Character Appraisal and the proposed amendment to the boundary line of the Conservation Area.

(References – Planning Committee 15 June 2015 (item 10); report by the Acting Director of Services for Communities, submitted.)

10. Inverleith Conservation Area Character Appraisal Final Version

Following a period of engagement with local community groups and individuals, the Inverleith Conservation Area Character Appraisal had been revised to reflect changing circumstances and community concerns. Committee was asked to approve the finalised version.

Decision

To approve the final version of the Inverleith Conservation Area Character Appraisal and the proposed amendments to the boundary line of the Conservation Area.

(References – Planning Committee 26 February 2015 (item 8); report by the Acting Director of Services for Communities, submitted.)

11. Scottish Government – Review of Planning System

The Scottish Government had recently set up a panel to consider evidence from stakeholders to inform a review of the planning system. Committee approval was sought for the Council's written submission, and for the Convener of the Planning Committee to provide oral evidence if appropriate.

Decision

- 1) To approve the appendix to the report by the Acting Director of Services for Communities as the Council's written evidence in relation to the Scottish Government Review of Planning.
- 2) To agree that the Convener of the Planning Committee provides oral evidence on behalf of the Council in relation to any hearing sessions, if appropriate.

(Reference – report by the Acting Director of Services for Communities, submitted.)

12. Corporate Performance Framework: Performance to September 2015

Details were given of Planning and Building Standards performance against strategic outcomes and targets. The report also set out the Scottish Government response to the Council's Planning Performance Framework report for 2014 -15, as well as an overview of performance to September 2015.

Decision

- 1) To note the performance for the period to September 2015.
- 2) To note the Planning Performance Framework feedback from the Scottish Government.
- 3) To note that a verbal update would be provided to each Planning Committee on performance.

(Reference – report by the Acting Director of Services for Communities, submitted.)

13. Appointments to Outside Bodies: Edinburgh World Heritage

Working with the Council and Historic Environment Scotland, Edinburgh World Heritage, a charitable trust, supported and promoted the Old and New Towns World Heritage Site. The Council had two director places on the Board, both of which were currently vacant, and Committee was asked to appoint a member to the Board until 2017.

Decision

To appoint Councillors Mowat and Robson.

(Reference – report by the Acting Director of Services for Communities, submitted.)

Planning Committee

10.00am, Thursday, 25 February 2016

Edinburgh Planning Guidance: Student Housing – Finalised revised guidance for Approval

Item number	5.1
Report number	
Executive/routine	Executive
Wards	ALL

Executive summary

Purpose-built student accommodation is required to support the city's higher educational establishments. Both the Edinburgh City Local Plan (ECLP) and the emerging Local Development Plan (LDP) include a policy to guide its location. To assist with the implementation of this policy, non-statutory planning guidance has been in use since 2010.

An Issues Paper on Student Housing was approved for consultation at the 4 December 2014 Planning Committee. A draft revised guideline was reported to committee on the 6 August 2015 and consulted on from 9 October 2015 to 20 November 2015. The purpose of this report is to set out the findings of the second consultation exercise and seek Committee approval for the revised non-statutory planning guidance. The comments received during the consultation have been taken into account when preparing the finalised revised non-statutory guidance.

Links

Coalition pledges	P15
Council outcomes	CO7 , CO8 , CO19 , CO21
Single Outcome Agreement	SO1 , SO4

Edinburgh Planning Guidance: Student Housing – Finalised revised guidance for Approval

Recommendations

- 1.1 It is recommended that the Committee notes the findings of the consultation on the Draft Revised Student Housing Planning Guidance and approves the Finalised Student Housing Planning Guidance.

Background

- 2.1 Following a review of the existing guidance and publication of the 2011 census data, Planning Committee approved an Issues Paper for consultation in December 2014.
- 2.2 The findings of the consultation exercise were reported to the Planning Committee, on 6 August 2015, along with draft revised guidance. Committee noted the findings and agreed to a consultation exercise in relation to the draft revised guidance.
- 2.3 This report sets out the findings of the consultation exercise on the draft revised guidance. The comments received during the consultation have been taken into account when preparing the finalised guidance.
- 2.4 The purpose of the finalised guidance is to continue to assist in the interpretation of Policy Hou 10 Student Housing in the Edinburgh City Local Plan (ECLP) and Policy Hou 8 in the emerging Local Development Plan (LDP).
- 2.5 In planning terms, purpose-built student accommodation is not classed as residential development. Houses are classified as Class 9 in [The Town and Country Planning \(Use Classes\) \(Scotland\) Order 1997 Order](#). Class 9 groups together use as a house by a single person, or a number living together as a family, or as a household of five persons or less. Purpose-built student accommodation does not fall within class 9 or any of the other specified use classes. It is regarded, instead, as sui generis, which is a Latin expression, literally meaning of its own kind or unique in its characteristics. Purpose-built student accommodation is considered to be communal accommodation for the purpose of the Census and is therefore not accounted for in respect of housing requirements as set out in the HoNDA. For the purpose of clarity, the Council's affordable housing policy cannot be applied to purpose-built student accommodation, unless residential development is being proposed as part of a mixed use scheme.

Main report

Context

- 3.1 Edinburgh's universities and colleges play a major part in the economy and life of the city. One of the core aims of the ECLP is to 'support the growth of the city as a centre of learning and higher education'. Likewise, Aim 3 of the emerging LDP recognises higher education as one of the key sectors in contributing to the strength of Edinburgh's economy.

Report on Consultation

- 3.2 Public consultation was carried out on the draft revised guidance, between 9 October 2015 and 20 November 2015. A total of 49 responses were submitted electronically through the Council's Consultation Hub. An additional 8 written submissions were received. A full report of all representations is contained in Appendix 2.
- 3.3 Representations were received from Marco Biagi MSP, Grange/Prestonfield Community Council, Southside Community Council, Old Town Community Council, Cockburn Association, Grassmarket Residents Association, Southside Association, University of Edinburgh, Crosslane Group, Watkin Jones, Edinburgh Napier University, Unite, Lister Housing Co-operative Ltd, Edinburgh University Students' Association and a number of individuals.
- 3.4 The consultation asked 7 questions relating to issues associated with student housing, such as, the need for student housing, the continued need for locational guidance and the use of the concentration thresholds. In addition, there was an opportunity to submit any other comments.
- 3.5 The representations contained a wide range of comments which are summarised in Appendix 1: Report of Consultation on Finalised Student Housing Guideline along with the Council's responses. In summary, the responses reflected:
- Support for additional student accommodation on campus;
 - Draft guidance approach of locating student accommodation near campus not generally supported;
 - Draft guidance approach of locating student accommodation near town centres not generally supported;
 - Support for locating student accommodation in accessible locations;
 - Current approach has failed to free up housing or deliver required much needed housing;

- A feeling that student accommodation rents are expensive and there is a limited type of accommodation on offer;
 - Support for lower concentration thresholds;
 - No evidence of negative impact from student accommodation;
 - Need to acknowledge other uses which contribute to transient population;
 - Need for more general and affordable housing; and
 - Support for requiring housing as part of mix of uses on larger sites, and ground floor alternative uses.
- 3.6 Further meetings have taken place with representatives of the universities to better understand student and universities accommodation requirements. It is understood that the universities anticipate further growth and modest additional student accommodation needs over the next 5 – 10 years. During the consultation period council officers liaised with the universities which gathered additional information on the location of students. This information was obtained from students at their annual matriculation and is contained in maps 3 and 4 of Appendix 2. This illustrates that the student population is diversely located across Edinburgh while university managed purpose built accommodation is primarily concentrated on or near to campus.
- 3.7 Engagement meetings were held with Department and Environmental Appeals Division (DPEA) and the Chief Planner for Scotland. These meeting confirmed that any guidance which resisted additional student accommodation would need to be able to quantify any harm from this particular land use. It was noted that students reside in a variety of types of accommodation and that to seek to control the location of students by restricting one land use would not necessarily be effective in achieving a balanced community.
- 3.8 The full responses to the representations are contained in Appendix 3. These comments have been considered and have influenced the revision of the guidance.

Requirement for Revised Guidance

- 3.9 The revised guidance is proposed in light of research, monitoring work and the comments received, during the consultation period, for the Issues Paper and the Draft Revised Guidance. The proposed guidance takes into account issues arising from the appeal decisions at Bernard Terrace/Lutton Court (PPA-230-2122) and St Leonard Street (PPA-230-2146). In these cases the implementation of the developments will result in student concentrations of 60% and 62% respectively. The reporter found that the development “would not result in too high a concentration of student accommodation in the area” (St Leonard Street (PPA-230-2146)).

- 3.10 The existing guidance contains a concentration figure of 30% across the city. As a result of these appeals this figure is no longer considered appropriate for all communities and the proposed guidance addresses this. While the reporter's findings are noted, it is not accepted that communities with 60% and 62% student concentrations would constitute sustainable balanced communities. Circular 2/2012 Houses in Multiple Occupation (HMOs) identifies "a high number of transient residents leading to less community cohesion". Through the consultation and engagement exercise it has become apparent that if the Council continues to use a concentration based assessment then the Council would most likely continue to lose appeals against refusals of accommodation. At this time there is no evidence that the existing range of student concentrations across Edinburgh have created a measurable negative impact on a community or place.
- 3.11 While it is acknowledged that the length of time which students reside in a place varies they are considered temporary members of the community. Purpose built student accommodation is only one land use which contributes to the transient component within the overall make up of a community. The potential impact on a community means that guiding development to appropriate locations to support maintaining a balance of land uses remains a valid approach. Therefore, the finalised guidance sets out to encourage new student accommodation in specific locations and generally across the city but moves away from applying specific concentration levels.
- 3.12 In recent years, student housing has been consented on sites which would previously have delivered much need housing. Given the continued need to deliver housing, including through brownfield development, it is appropriate to ensure that the accommodation needs of students is balanced with the needs of the wider community. The guidance seeks to address this through the requirement for housing as part of larger proposals. The revised guidance is attached at Appendix 2.
- 3.13 The intention is to provide better clarity and ensure that regard is had to the character of each site's particular context, whilst continuing to promote or safeguard mixed, sustainable communities through the delivery of student accommodation and housing. This land use is inter-related to the need for general and affordable housing, and the revised guideline, seeks to encourage the provision of housing in sustainable locations, to address the issue of housing need and maintaining balanced communities.

Accommodating Student Growth

- 3.14 The limited provision of purpose-built student accommodation combined with the increase in student population, has resulted in a noticeable increase in student concentration in and around the city centre, as well as expansion into Leith and along arterial routes in the west of the city. The most densely concentrated areas are located within easy walking distance of the University of Edinburgh's George Square campus. Future student numbers and the demand for purpose built accommodation will continue to evolve and therefore it is important to continue to monitor the demand for purpose built accommodation through engagement with the universities.
- 3.15 Despite the increasing proportion of purpose-built student accommodation in recent years there is no evidence to suggest the number of students living in general housing or HMOs has reduced. There continues to be a need for more purpose built student housing in order to free up general housing stock. It is accepted that the previous guideline has not achieved this. It is only through the development industry providing an increased offer and increased competition that this can be achieved and the guideline seeks to encourage this. The demand from private student accommodation developers continues to be directed primarily at the city centre but there is clear evidence that students are living in other locations if the offer is correct, with cost being a significant factor. The finalised guidance seeks to support a range of locations and type, while ensuring that any impact from development is balanced with other objectives, including community needs.

Impact of Students

- 3.16 A high student population in one location can bring benefits, for example in supporting local services. Purpose-built accommodation can reduce potential antisocial aspects of locating significant numbers of students within the community. However, the quantity of students can place pressures on the land uses and social infrastructure of an area and change the area's character. The concentration of students, as a proportion of the transient population, can undermine the social and land uses which contribute to a community and place.
- 3.17 It is acknowledged that students only represent one component of the transient population and that there is a range of types of accommodation which they can access, including mainstream residential properties and HMOs. While it is beyond the scope of the Planning Authority, and indeed the council, to control the specific occupancy of all types of accommodation the guidance will influence a development form which can have a significant impact on communities and infrastructure.

3.18 Where the student population is dominant, there will be a greater potential for an imbalance within the community and this may also result in a poor quality of place. Areas of Edinburgh currently have concentrations above 50% and recent appeal decisions have accepted that concentrations in excess of 60% will not have a detrimental impact on an area. It is therefore inappropriate to continue to apply the existing levels of 30% and this is reflected in the finalised guidance.

3.19 Purpose-built student accommodation can have a significant impact on the physical environment and the overall quality of a place. Creating Places - A policy statement on architecture and place for Scotland sets out the six qualities of successful places which all development should consider, these are;

- distinctive;
- safe and pleasant;
- easy to move around;
- welcoming;
- adaptable; and
- resource efficient.

It is particularly important that the design of purpose-built student accommodation should create safe and pleasant places for residents and the wider community by creating a mix of uses and avoiding a single land use.

3.20 Edinburgh has a housing requirement set out in the LDP. It is the role of the LDP to determine how the housing requirement up to 2024 will be met, taking account of the contribution made from existing sites and other allowances, such as completions from windfall sites and demolitions. The windfall assumption is set out in the Housing Land Study (June 2014). Meeting this windfall assumption relies on brownfield sites identified as having a high development potential to be delivered for general housing. It is appropriate to apply specific guidance to encourage the delivery of much needed housing on larger sites and this will, in turn, help mitigate the impact of purpose built student accommodation on communities.

3.21 Large mono-use development has the potential to harm the character of an area. The locational and design guidance seeks to guide the mix within larger proposals to ensure a balance between the need for student accommodation and housing, while mitigating the impact upon the character of an area. The finalised guidance requires larger sites to deliver 50% of the total development as housing.

Assessment Methodology

- 3.22 In assessing planning applications, factors to be taken into account are the nature of the locality in terms of mix of housing types and the existing and proposed uses which contribute to a transient population in the locality. Approvals will continue to be dependent on it being demonstrated that, individually or cumulatively, such developments would not undermine the achievement of mixed, sustainable communities in that locality of the city.
- 3.23 As previously discussed it is considered that the previously applied numerical concentration method is no longer appropriate. It is necessary to consider all land uses which contribute to the transient component of a community and assess the impact on an area's character.

Purpose built student accommodation and mixed use development

- 3.24 In exploring the principles of delivering housing on the same sites as purpose built student accommodation we have examined the site sizes and density of student accommodation applications at Bernard Terrace, Dundee Street, 125A Fountainbridge, West Approach Road, St Leonards, Stanley Place, West Park Place and West Tollcross. This analysis demonstrates that off campus student development generally generates 782 bedspace per ha. Planning and Transport also analysed development capacity at West Tollcross and West Approach Road where consented residential development has been changed into student accommodation. This analysis demonstrates that on comparable sites, development generates 282 residential units per ha.
- 3.25 In considering mixed used development, we considered a variety of theoretical site areas, applying a 50/50 development split between student accommodation and housing. This approach will generate a split of around 57% students to 43% residents, based on two residents per dwelling, and is set out in Table 1.

Table 1

	Development generated by mixed use approach		
Site Area (ha)	Students	Flats	Residents *
0.3	117	42	84
0.5	195	70	140
0.75	293	106	212

*Based on occupancy rate of 2 residents per unit.

3.26 The impact of student only development and mixed use development has been tested, on sites of 0.3ha, 0.5ha and 0.75ha, using the 2011 census data. Table 2 includes a selection of data zones and considers the impact of these developments. This analysis demonstrates that:

- mixed use development mitigates the impact of larger student development;
- in areas where students represent around 20% of the population, purpose-built student development will significantly change the mix of residents, while mixed use development will moderate the level of change;
- in areas with higher existing levels, over 50%, the mixed use development will have a near neutral impact; and
- in areas with the highest existing concentrations, delivering mixed use development can reduce the concentration of students.

The analysis supports the use of guidance requiring the mixed use development of larger sites to deliver additional student accommodation and housing.

3.27 The full statistical analysis is contained in Appendix 4.

Table 2

	Student only development				Mixed development		
Existing student concentration within census data zone	0.25ha (196 bed)	0.3ha (235 bed)	0.5ha (391 bed)	0.75ha (586 bed)	0.3ha (117 bed + 42 units)	0.5ha (195 bed + 70 units)	0.7ha (293 bed + 106 units)
16.40	28.78	30.81	37.92	44.98	22.72	25.97	29.27
10.14	31.44	34.53	44.52	53.41	21.75	26.81	31.43
20.68	34.68	36.90	44.44	51.67	27.44	30.74	33.97
50.18	56.22	57.25	60.93	64.72	51.17	51.71	52.23
69.72	77.39	78.47	81.94	84.97	66.75	65.50	64.27

Revised Locational Guidance

- 3.28 Once approved, a finalised version of the guidance will continue to inform the use of ECLP Policy Hou 10 Student Housing and LDP Policy Hou 8. These policies state:

Planning permission will be granted for purpose-built student accommodation where:

- a) the location is appropriate in terms of access to public transport and university and college facilities; and*
- b) the proposal will not result in an excessive concentration of student accommodation in any one locality.*

- 3.29 The finalised guidance continues to propose an approach which focuses new student housing developments in or bounding main university campuses. The word 'adjacent', however, has been replaced with sites 'sharing a boundary with' to improve clarity of interpretation. These locations have concentrations of academic facilities and for that reason offer sustainable locations for further development. Only those locations considered to be the main campuses have been identified in the finalised guideline (Appendix 2, Map 1).
- 3.30 The finalised guidance balances the needs of communities and gives due consideration to the decisions of the reporter, outlined in para 3.9. In supporting smaller scale purpose-built accommodation across the city, the guidance recognises the existing wide ranging locations of students and other elements of the transient population as well as the good level of access to sustainable transport which exist across the whole city. This approach will encourage further development while avoiding potentially harmful large-scale mono land use. In assessing development impact on the character of an area it will be appropriate to take account of any cumulative impact from student developments.
- 3.31 On larger sites, the requirement to provide housing will balance the need for housing and student accommodation while protecting the character of the area and contribute to promoting good placemaking. The requirement to provide general housing as part of a mix on sites greater than 0.25ha will rebalance the mix of land uses and help maintain sustainable communities. Development should provide a 50/50 split between student accommodation and housing. While student accommodation will not be prohibited, this requirement will ensure larger developments contribute to the essential delivery of housing. Development which accords with this requirement will have a minimal impact on the student concentration in any area as is demonstrated in Appendix 4 and illustrated in Table 2.

- 3.32 The guidance reflects a strategy for meeting the continued need for student accommodation in suitable locations and quantities, whilst delivering this in conjunction with much needed market and affordable housing.

Next steps

- 3.33 The revised guidance will be a material consideration in determining planning applications for student accommodation.

Measures of success

- 4.1 The development of further student housing as supported by the guidance and the maintenance of mixed sustainable communities.

Financial impact

- 5.1 There are no direct financial impacts arising from this report.

Risk, policy, compliance and governance impact

- 6.1 There are no perceived risks associated with this report. The preparation of non-statutory planning guidance is supported by circular 6/2013: Development Planning.

Equalities impact

- 7.1 The impacts of this report in relation to the Public Sector Equalities Duty and the ten key areas of rights have been considered. The finalised guideline has no negative impacts on the three equality duties with regard to the eight protected characteristics. In terms of the ten key areas of rights, the finalised guideline enhances the right to health by encouraging students to travel short distances or use public transport to access university facilities. In addition, the finalised guideline also encourages the provision of housing in sustainable locations. Standards of living will be enhanced by ensuring the right mix of land use and mix of type of student housing. The finalised guideline will have no negative impacts on the ten key areas of rights.

Sustainability impact

8.1 The proposals in this report will:

- reduce carbon emissions because it supports purpose-built student accommodation within walking distance of main university campuses, town centres and public transport services;
- help achieve a balance of land uses, including the provision of housing, to support sustainable communities; and
- help achieve a healthy and resilient economy in support of town centres where a wide variety of local businesses choose to locate.

Consultation and engagement

9.1 Pre-revision engagement has taken place with internal stakeholders only.

9.2 The Second Proposed Plan was published for a statutory period of representations from 22 August to 3 October 2014.

9.3 Consultation on the finalised guidance has involved:

- Internal focus groups with Development Management teams;
- Meetings with the main Universities (University of Edinburgh, Napier University, Heriot Watt University and Queen Margaret University);
- Workshop with the main private student housing providers;
- Use of the consultation hub to obtain views of all interested parties;
- Meeting with the DPEA; and
- Meeting with the Chief Planner for Scotland.

Background reading/external references

[Annual Review of Guidance report](#) to Planning Committee (27 February 2014)

[Edinburgh Planning Guidance](#) – Student Housing (August 2010)

[Student Housing – Issues Paper report](#) to Planning Committee (4 December 2014)

[Student Housing – Issues Paper](#) – Consultation Hub (16 March to 24 April 2015)

Full record of consultation responses to Student Housing Issues Paper.

Paul Lawrence

Executive Director of Place

Contact: Bruce Nicolson, Planning Officer

E-mail: bruce.nicolson@edinburgh.gov.uk | Tel: 0131 529 3516

Links

Coalition pledges	P15 Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors
Council outcomes	CO7 Edinburgh draws in new investment in development and regeneration CO8 Edinburgh's economy creates and sustains job opportunities 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 and maintenance of infrastructure and public realm CO21 Safe – Residents, visitors and businesses feel that Edinburgh is a safe city.
Single Outcome Agreement	SO1 Edinburgh's economy delivers increased investment, jobs and opportunities for all SO4 Edinburgh's communities are safer and have improved physical and social fabric
Appendices	Appendix 1: Report of Consultation on Finalised Student Housing Guidance. Appendix 2: Finalised Student Housing Guidance. Appendix 3: Record of Consultation Responses. Appendix 4: Statistical analysis of student only and mixed use development.



Appendix 1 REPORT OF CONSULTATION ON DRAFT REVISED GUIDANCE

Student Housing - draft planning guidance: Summary report

This report was created on Tuesday 05 January 2016 at 09:51.

The consultation ran from 09/10/2015 to 20/11/2015.

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Question 10: Do you agree with the Council's approach of requiring alternative ground floor uses?	4
Q7	4
Question 11: Are there any other issues which you feel should be addressed in the revised guidance?	4
Q11	4
Question 12: What do you think of the ePub version of the draft guideline?	5
Q12	5
Comments	5

Question 1: What is your name?

Name

There were **54** responses to this part of the question.

Question 2: What is your email address?

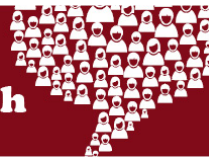
Email

There were **51** responses to this part of the question.

Question 3: What is your organisation?

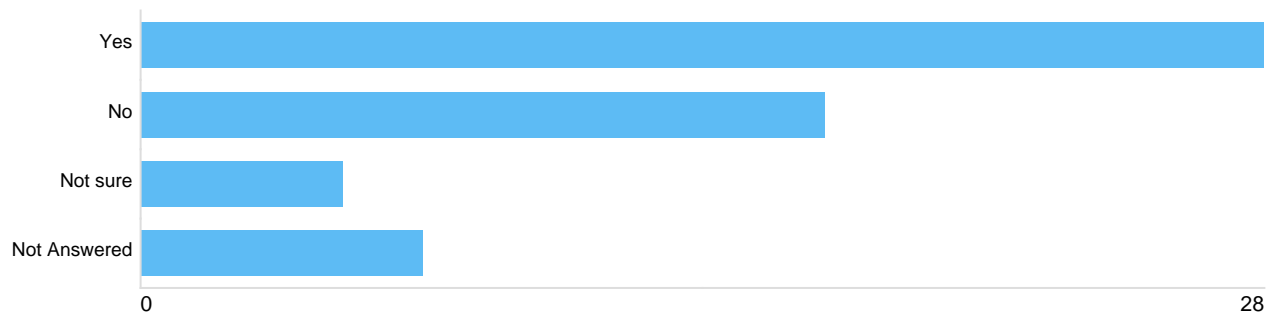
Organisation

There were **39** responses to this part of the question.



Question 4: Do you agree with the Council's approach to supporting student accommodation on campus?

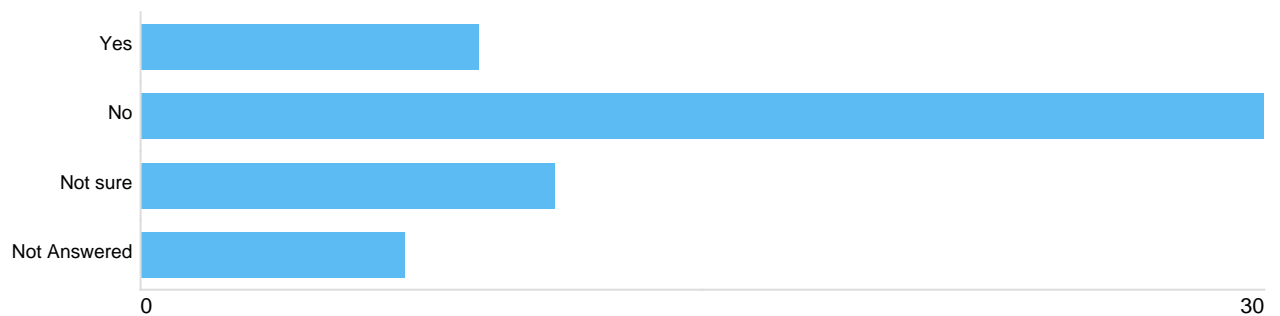
Q1



Option	Total	Percent
Yes	28	49.12%
No	17	29.82%
Not sure	5	8.77%
Not Answered	7	12.28%

Question 5: Do you agree with the Council's approach to supporting student accommodation within 800m of campus?

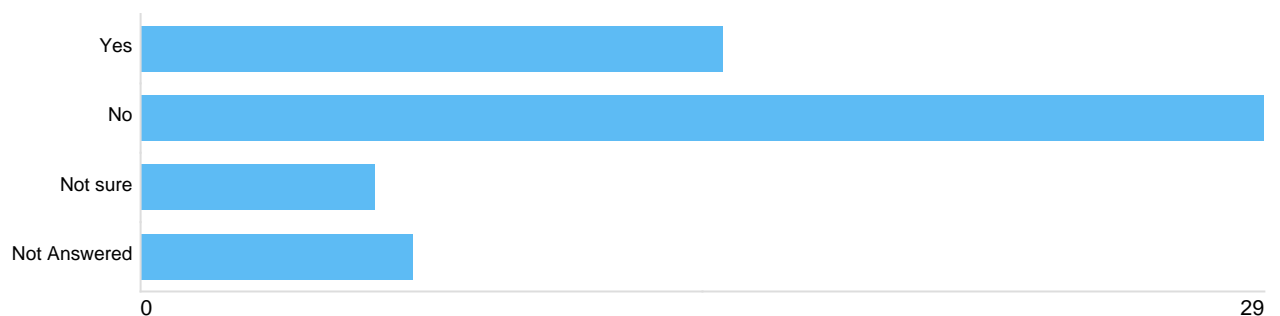
Q2



Option	Total	Percent
Yes	9	15.79%
No	30	52.63%
Not sure	11	19.30%
Not Answered	7	12.28%

Question 6: Do you agree with the Council's approach to supporting student accommodation within 400m of a defined town centre?

Q3

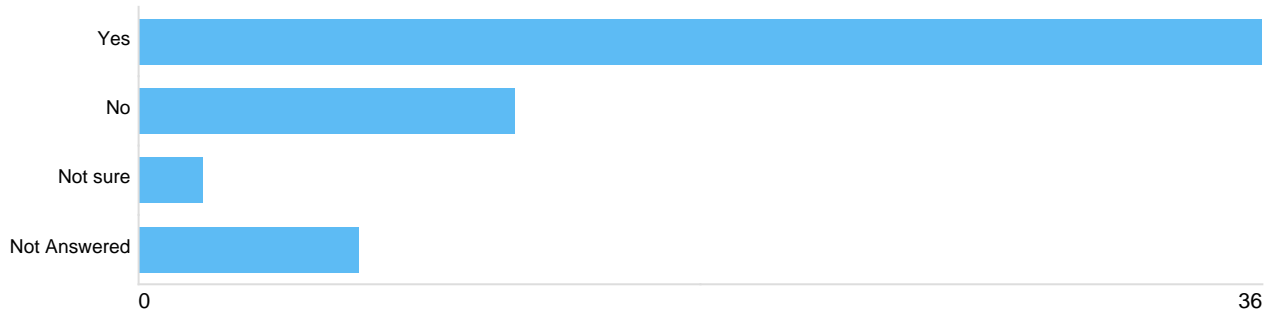




Option	Total	Percent
Yes	15	26.32%
No	29	50.88%
Not sure	6	10.53%
Not Answered	7	12.28%

Question 7: Do you agree with the Council's approach to supporting some student accommodation in locations which are well served by public transport?

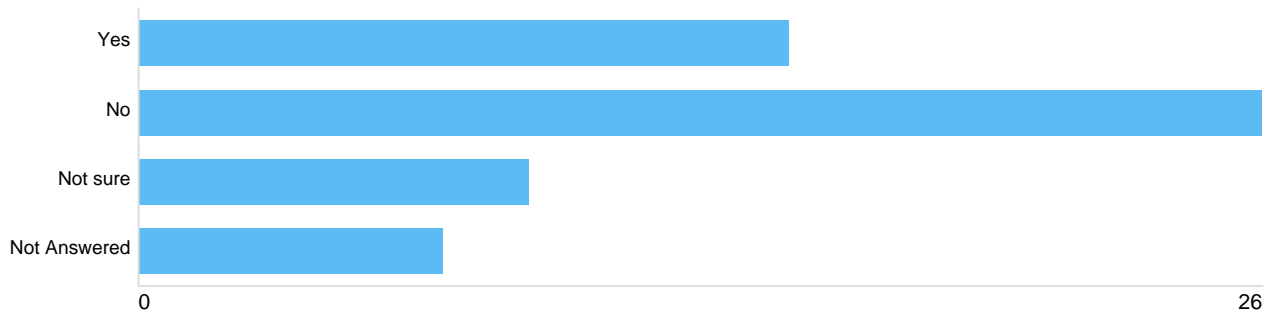
Q4



Option	Total	Percent
Yes	36	63.16%
No	12	21.05%
Not sure	2	3.51%
Not Answered	7	12.28%

Question 8: Do you agree with the Council's approach to discouraging student accommodation in less suitable and less sustainable locations?

Q5

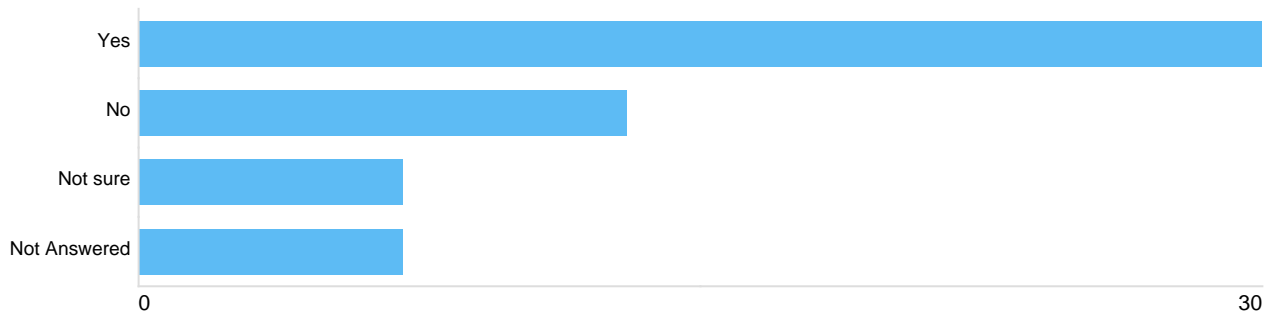




Option	Total	Percent
Yes	15	26.32%
No	26	45.61%
Not sure	9	15.79%
Not Answered	7	12.28%

Question 9: Do you agree with the Council's approach to supporting student accommodation as part of mixed use developments which contribute to housing need?

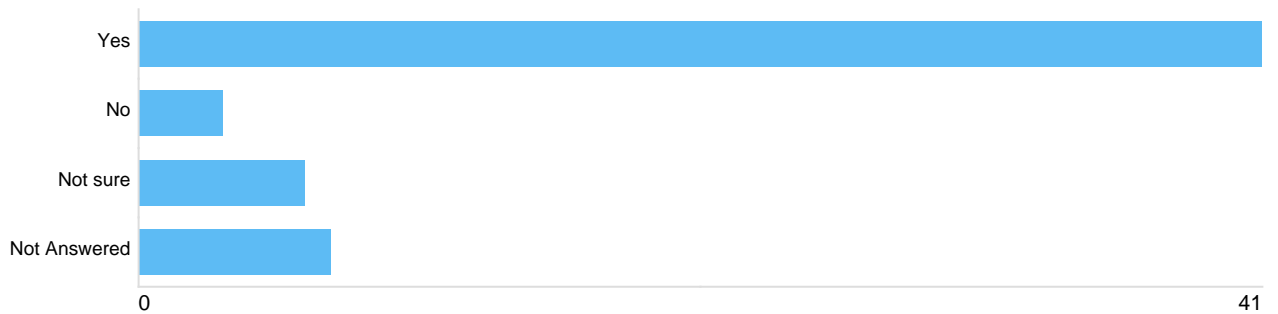
Q6



Option	Total	Percent
Yes	30	52.63%
No	13	22.81%
Not sure	7	12.28%
Not Answered	7	12.28%

Question 10: Do you agree with the Council's approach of requiring alternative ground floor uses?

Q7



Option	Total	Percent
Yes	41	71.93%
No	3	5.26%
Not sure	6	10.53%
Not Answered	7	12.28%

Question 11: Are there any other issues which you feel should be addressed in the revised guidance?

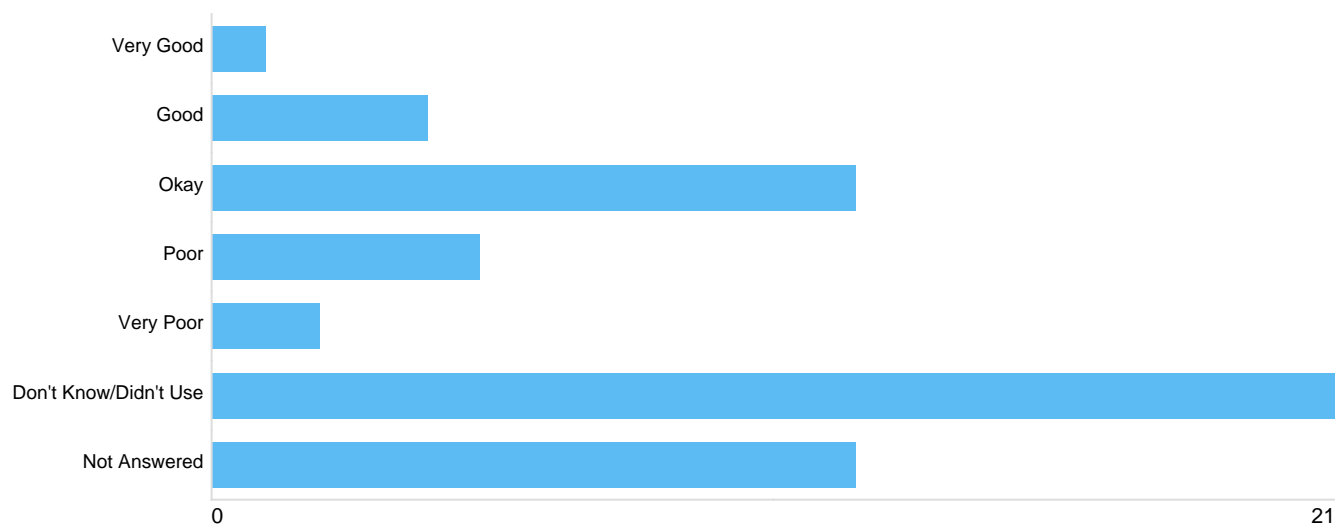
Q11

There were **46** responses to this part of the question.



Question 12: What do you think of the ePub version of the draft guideline?

Q12



Option	Total	Percent
Very Good	1	1.75%
Good	4	7.02%
Okay	12	21.05%
Poor	5	8.77%
Very Poor	2	3.51%
Don't Know/Didn't Use	21	36.84%
Not Answered	12	21.05%

Comments

There were **13** responses to this part of the question.

DRAFT STUDENT ACCOMMODATION GUIDANCE

SUMMARY OF CONSULTATION RESPONSES

General

- Pleased that responses to CEC's Issues Paper have been taken into account in the guidance.
- Happy to see the adjustment to make more mixed-housing available.
- Current approach has failed completely to free up general housing.
- No evidence to support that a concentration of students is a negative issue.
- The Scottish reporters have already allowed 60% and 62% for Lutton Court and Homebase.
- This suggested size of site is too small to viably deliver both student and residential development within the one scheme.

Council response:

The views from the community, industry, institutions and leading professional have led to a significant revision in the finalised guidance. The guidance focuses on supporting the right form and scale of development in the right place and moves away from the much criticised census data concentrations. It is accepted that a continued focus on concentration levels alone would only result in further consents being allowed. It is also accepted that even in the parts of Edinburgh with the highest concentrations there is no evidence to support a case that it is student accommodation which is creating any negative issue.

Location

- Student Accommodation is also used as tourist accommodation.
- It is desirable for students to be based outwith main campuses/town centres.
- The guidance fails to consider why students live where they live.
- Guidance directs applications to where the known problems are!
- Development in more distant locations and data zones raises serious issues of commercial viability and sustainability.
- Why do I have to live far from work so students can be packed in student accommodation?

Council response:

We know that students choose to live in different types of accommodation, parts of the city and accommodation with different cost. The information obtained from the Universities clearly shows that students are living across the city. While it is noted that student accommodation frequently doubles as holiday accommodation it is not accepted that this means it must be located centrally. Less central locations within Edinburgh are sustainable as holiday accommodation as is evidenced by the dispersal of hotels and guest houses. The areas with the highest concentrations of students are not necessarily the result of purpose built accommodation and can be a result of HMO and students choosing to rent flat accommodation. A strategy which prohibits further development in these areas will not reduce concentrations due to student's right to choose where to live.

Type

- Students would be better served by integrating fully into the community by renting a flat.
- Alternative mixed use developments are the way forward.
- The requirement for housing will harm the delivery of student accommodation.
- In relation to the delivery of housing it is accepted that this may be appropriate.
- The likelihood of being able to develop sufficient PBSA to satisfy demand is nil.
- The guidance as presently worded and formulated, fails to differentiate between student population influx and growth close to University Campuses and the provision of PBSA.
- Guidance should support a range of type of accessible well-managed student development.

Council response:

The right scale of purpose built student accommodation can overcome antisocial behaviour issues while integrating students into a community. The guidance is amended to support additional accommodation in a range of locations and will facilitate further provision. The guidance now supports a range of student accommodation types to better meet the needs of all students. The guidance now seeks to take into account all students and members of the community not solely those living in purpose build accommodation.

Concentration

- I believe that the 50% population threshold is very high.
- Student housing must never exceed 30% of a local population.
- Students are not the only transient residents.
- EMBARGO on student accommodation until enough residential provision has been achieved.
- Data zones have proved to be too small to protect local areas.
- A single, average sized student development would exceed the proposed policy threshold of 50% in almost all of the data zones within close proximity of the main City of Edinburgh University Campus.
- The data zones are not necessarily reflective of an area's characteristics.
- Relatively small student bed schemes would push the percentage of students in a data zone above the 30%/40%/50% thresholds.
- There is a lack of data on future student numbers and demand for this accommodation type.

Council response:

It is noted that the 30% threshold has been undermined through appeal. Any specific concentration level will be difficult to justify if it cannot be specifically linked to detrimental impact. The continued use of concentrations to assess one land use is flawed as any negative impact may be a result of choices made by students to live in HMOs or flats within the same community. Through liaison with the universities it is accepted that there will continue to be demand for purpose built accommodation for the foreseeable future.

HMO

- HMO accommodation affects a great proportion of tenement flats and can be a cause of excessive disturbance.
- There is no evidence that dedicated student housing frees up HMOs for general use.

- The lack of recognition of HMO concentrations and the scale of the data zones paints a picture of excessive PBSA, rather than identifying critical pressures on available PBSA and over reliance upon traditional housing stock.
- Data sets don't differentiate between students in PBSA and Houses of Multiple Occupation (HMOs). More appropriate sources of data should be used or concentrations abolished.

Council response:

Purpose built student accommodation reduces the pressure from students on HMO and rental accommodation although to date it has not freed up accommodation. It is accepted that the use of data sets, which do not accurately record HMO occupants over time, or differentiate between HMOs and Purpose built accommodation does not provide an accurate basis to assess land use issues. The guideline is adjusted to remove the assessment through data zone concentrations.

Design

- Developments are incapable of being adapted or used as other building types in future.
- Good to see design and development standards and housing standards are linked in redraft.
- Criterion f (site criteria) needs to be crystal clear.
- Design guidance must include the need for a range of accommodation types and rent levels.
- Alternative ground floor uses must be assessed on an individual case by case basis.
- Student common rooms etc are an attractive active ground floor and contribute to place.

Council response:

The guidance contains a number of elements which aim to achieve high quality place. The requirement for, housing and alternative ground floor uses and alternative uses where appropriate will produce positive additions to the city. The guidance references the Design Guidance and specifically the level of amenity required. It is not accepted that this type of development cannot be adapted to alternative uses.

Community

- Transient population levels are already too high in several communities.
- Edinburgh City Centre and South Side becoming tourist and student heavy.
- An explanation of Community Cohesion would enhance the text.
- Students may actually undermine the kinds of businesses that can flourish in a more family orientated community, leading to a preponderance of pubs and take-aways.
- CEC fuels community fears and reservations over the role that students play within the community and dismissing their contribution to community life.

Council response:

There is no evidence to support any specific harm which can be attributed to purpose built student accommodation in Edinburgh. The recent appeal decisions provide a clear indication that the DPEA do not consider levels of students above 62% to be problematic and this is material to future determinations. It is also accepted that student accommodation, hotels, B&Bs and rental flats all contribute to the transient element within a community. The government has provided no definition

of a balanced sustainable community and it must be accepted that throughout Scotland this will mean different things. Any such definition could not be robustly applied across a variety of site in the city.

Consultation exercise and clarification

- Mapping of our central “campus area” should encompass our buildings rather than identifying individual properties.
- the term “*as identified in Map 1*” should be removed. It would also be useful to define what is considered as a “*main*” university or college campus.
- Define “*direct access to a main campus*”
- “walking time” for areas assessed as adjacent to a campus should logically encompass the journey from the central campus to Pollock Halls as our main residential site.
- The number of full-time students in Edinburgh in 2013/14 has risen to 47, 205.

Council response:

The guidance clearly maps what are considered to be the universities main campus. The guidance has been simplified to remove references to walking distances. It is noted that the number of students increased last year.

Appendix 2

FINALISED REVISED STUDENT HOUSING GUIDANCE

Introduction

This constitutes non-statutory planning guidance that supports the application of Edinburgh City Local Plan Policy Hou 10 and the emerging Edinburgh Local Development Plan (LDP) Policy Hou 8, which both state:

Planning permission will be granted for purpose-built student accommodation where:

- a) The location is appropriate in terms of access to public transport and university and college facilities; and*
- b) The proposal will not result in an excessive concentration of student accommodation in any one locality*

The guidance sets out how the Council will encourage the further provision of purpose-built student accommodation and balance the needs of the existing community and the need for general housing. This guidance applies to new buildings and changes of use for student accommodation.

Context

The Council recognises the important contribution that higher education makes to the city. Aim 3 of the emerging LDP recognises higher education as one of the key sectors in contributing to the strength of Edinburgh's economy.

Analysis of 2011 census data shows that full-time students comprise over 12% of Edinburgh's population. The most visible impact of students is in the accommodation sector. This comes in a number of forms including university-provided halls of residence, private purpose-built student accommodation, or shared properties in the private rented sector, often in the form of licensed Houses in Multiple Occupation (HMOs).

Student accommodation is defined as managed communal accommodation which forms student's primary residence. This form of development shall be considered to fall outwith a specified use class and is defined as Sui Generis. Planning permission is therefore required for a change of use to or from student accommodation including other Sui Generis uses such as flats.

Student population and concentration

Data from the Higher Education Statistics Agency (HESA) shows a 26.6% increase in the number of full time students at the three universities in the Council's area (University of Edinburgh, Edinburgh Napier University and Heriot-Watt University) between 2001 and 2012. The HESA data also shows that the number of full time students since 2011/12 has remained almost constant at just under 44,000 rising to 44,898 2013/14.

The total number of students does not automatically translate into demand for purpose-built student accommodation. Students choose to stay at home or live in privately rented accommodation making these choices for a variety of reasons including cost.

Historically the increasing number of licensed HMOs has led to the loss of larger flats, which might otherwise have been occupied by families with children. This has resulted in:

- a rapid turnover of population;
- less stable communities; and
- properties left vacant for extended periods in the summer.

It is preferable that student needs are met as far as possible in well managed and regulated schemes as these have reduced issues of antisocial behaviour.

It is acknowledged that developer led student accommodation will only be developed in places which are financially viable, giving due consideration to the projected occupancy rates during and outwith the term times.

The limited provision of purpose-built student accommodation combined with the increase in student population has resulted in a noticeable increase in student concentration in and around the city centre, as well as expansion into Leith and along arterial routes in the west of the city. The most densely concentrated areas are located within easy walking distance of the University of Edinburgh's George Square campus, as identified on Map 1. Map 2 uses the 2011 census data to show full time students (ages 16+) as a percentage of the total population. Map 3 has been provided by the Universities and illustrates the location of students in rented accommodation, including living at home. This shows that while there are higher concentrations centrally students are relatively dispersed across the city. This information supports the strategy of seeking to deliver student accommodation over a wide area. In contrast Map 4 illustrates that the location of purpose built student accommodation is focussed on limited areas. The limited spread of student accommodation has intensified

the concentration of students and provided a limited offer of type and affordability for students.

Despite the increasing proportion of purpose built student accommodation there is no evidence to suggest the number of students living in general housing or HMOs has reduced (Map 2). Therefore there is a need for more purpose built student housing in order to free up general housing stock through an increased offer and increased competition. This need is balanced with the wider community needs including the need for additional housing.

Impact of student accommodation

A high student population can bring benefits, for example in supporting local services. Purpose-built accommodation can reduce potential antisocial aspects of locating significant numbers of students within the community. However, the quantity of students can place pressures on the physical and social infrastructure of an area and change the area's character. The concentration of students, as a proportion of the transient population, can undermine the social and physical fabric which defines a community and place. In recent years the development of a significant number of larger student developments, in the Old Town, South Side and Fountainbridge have been on sites where much needed housing would previously have been delivered. This guidance seeks to balance the need for additional student accommodation with the need for mainstream and affordable housing in the most sustainable locations to meet the wider need of the community. The limited quantity of housing development on site and consented across the city and in the city centre in particular, means that it is essential to consider the merit of additional student accommodation while giving due consideration to the opportunity to deliver much need housing.

A significant element of Edinburgh's character is the balanced sustainable communities which make up the whole city including the city centre. These communities are made up of groups of people with common interests which are located in one place. Balanced sustainable communities require the dominant residential component to be permanent and not transient. The student population, where not living at home, can be a significant element of the transient population. While students make many positive contributions to society, excessive concentrations may over time result in a poor quality of place, a diminished sense of community and make an area less attractive to all sections of the population. It is acknowledged that student accommodation is only one land use which contributes to the transient population within Edinburgh. Where the student population is dominant, exceeding 50% of the population, there will be a greater potential imbalance within the community, however this cannot solely be controlled through purpose build student accommodation. The

delivery of additional housing is one way in which the planning authority can mitigate against detrimental changes in character through land use. A balanced consideration of land uses, including housing and student accommodation must guard against an excessive transient population.

The existing level of students living centrally, is a result of a number of historic factors including, the attraction of city centre living, the availability of suitable accommodation and the location of further education buildings. It is logical to locate purpose-built student accommodation close to campuses, however, this must be balanced with the needs of the existing communities and the suitability of sites for housing to meet the need identified in the LDP.

Maps 3 and 4 have been provided by the Universities. The maps show that the student population is well dispersed in Edinburgh and located along transport corridors. This information supports the guidelines objective to support further student accommodation in sustainable locations outwith the areas of greatest community pressure.

Considerations of the many related factors is reflected in locational and design guidance criteria a) to d), including the support for student accommodation within campus. In recognition of the current locations of students, the accessibility of services for students throughout the city, and the continued demand for accommodation, criteria b) sets out a general support for student accommodation on smaller sites. This support is qualified by the need to assess any potential negative cumulative impact from this and other land uses on the character of an area.

Purpose-built student accommodation can have a significant impact on the physical environment and the overall quality of a place. Creating Places - A policy statement on architecture and place for Scotland sets out the six qualities of successful places which all development should consider. It is particularly important that the design of purpose-built student accommodation should create safe and pleasant places for residents and the wider community, create a mix of uses avoiding a single land use and ensure adaptability.

Edinburgh has a housing requirement set out in the Local Development Plan (LDP). It is the role of the LDP to determine how the housing requirement up to 2024 will be met, taking account of the contribution made from existing sites and other allowances such as completions from windfall sites and demolitions. The windfall assumption is set out in the

Housing Land Study (June 2014). Meeting this windfall assumption relies on brownfield sites identified as having a high development potential to be delivered for general housing. It is appropriate to apply specific guidance upon these sites to encourage the delivery of much needed housing and balance the impact of purpose built student on communities.

Large mono-use development has significant potential to harm the character of an area. Locational and design guidance criterion c) seeks to guide the mix within larger proposals to ensure a balance between the need for student accommodation and housing, while mitigating the impact upon the character of an area.

Locational and design guidance

The criteria in ECLP Policy Hou 10 and LDP Policy Hou 8 will be applied to proposals for student housing using the locational and design guidance set out below:

- a) In locations within or sharing a boundary with (or separated only by a road) a main university or college campus, as identified in Map 1, student housing will generally be acceptable.*
- b) Outwith criteria a) student housing will generally be supported on sites with less than 0.25ha developable area. Consideration should be given to the cumulative impact of student housing, and other land uses which contribute to a transient population, where these uses will have a detriment impact on character.*
- c) Outwith criteria a) and b) sites identified as a high probability of delivering housing within Map 5 taken from the LDP Housing Land Study (June 2014) and sites with greater than 0.25ha developable area must comprise a proportion of housing as part of the proposed development, to balance the mix of land uses and to contribute to housing land need. On these sites the new build residential gross floor area shall represent a minimum of 50% of the total new build housing and student accommodation gross floor area.*
- d) Student accommodation should comprise a mix of type of accommodation, including cluster units, to meet varying needs of students.

* Development should be designed to positively contribute to place through the location of alternative ground floor uses where this is characteristic of the street or area. Additional alternative uses may be required in addition to student accommodation and housing.

The guidance will not be applied in isolation and consideration must be given to other matters addressed in the LDP and planning guidelines including The Edinburgh Design Guidance. Development should be of an appropriate design to positively contribute to the

areas character or appearance. Development should accord with the Developer Contributions and Affordable Housing Guidance.

Student accommodation is a primary place of residence and therefore it is critical that design is of a high quality with adequate amenity to contribute to healthy and sustainable lifestyles. The Edinburgh Design Guidance 2013 applies to all development, and of particular relevance to amenity is section 2.9 Daylight, sunlight, privacy and outlook. Where development cannot reasonably accord with the associated technical guidance, which sets out the minimum standards required, development will not be supported.

Definition

For the purpose of the application of locational and design guidance criterion b) and c) set out above, developable area is defined as the application site area, less any areas of existing highway retained within the boundary.

List of Figures

Map 1 identifies the main university and college campuses where it is deemed that further student housing would be acceptable in principle.

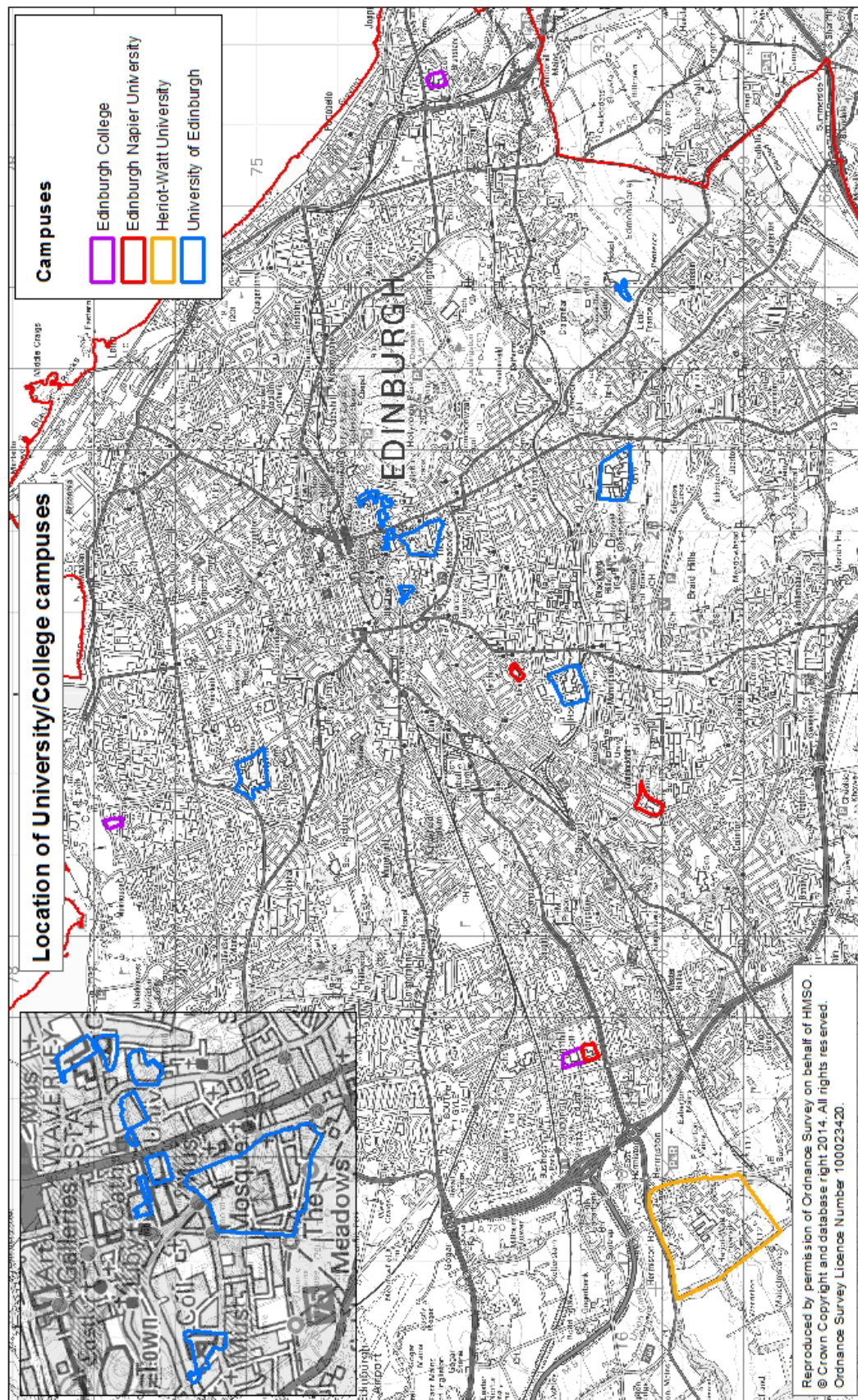
Map 2 illustrates student concentrations based on the 2001 and 2011 census.

Map 3 illustrates the location of students living in privately rented accommodation, including living at home.

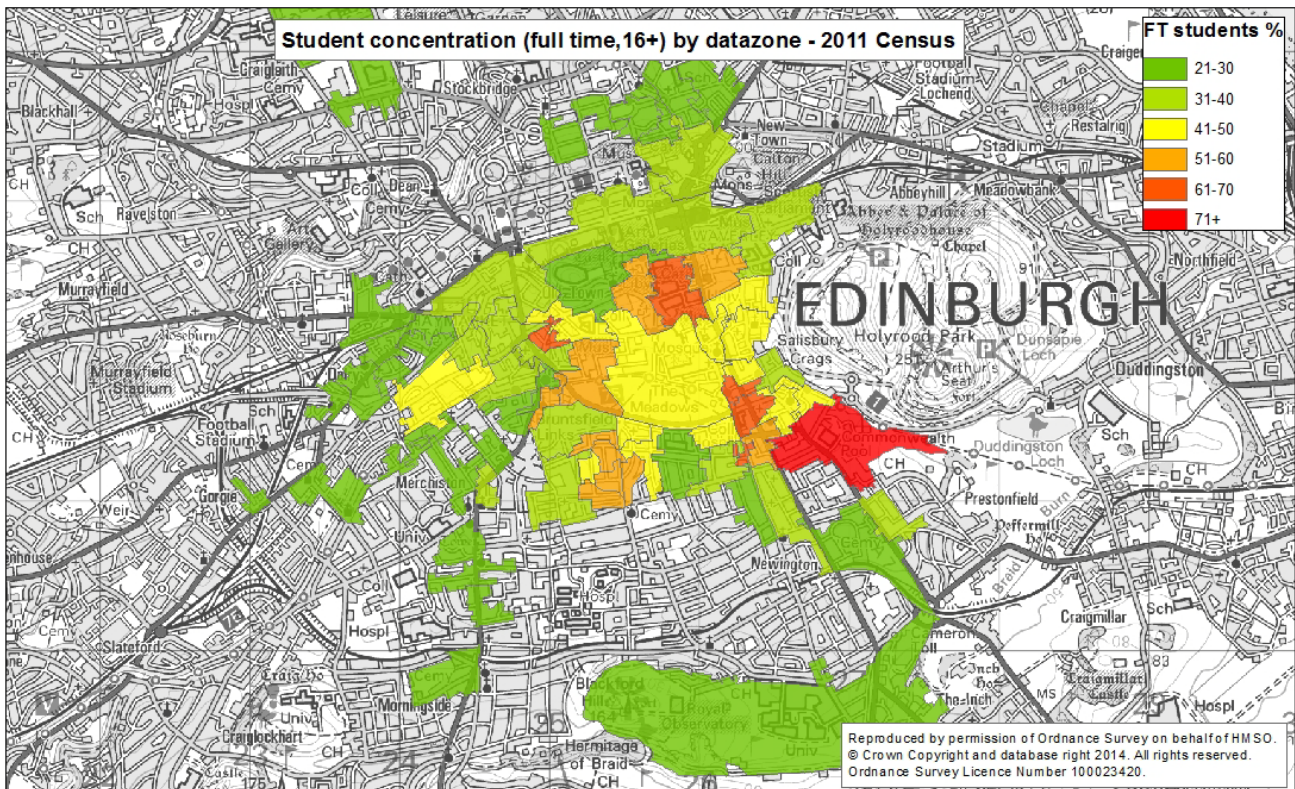
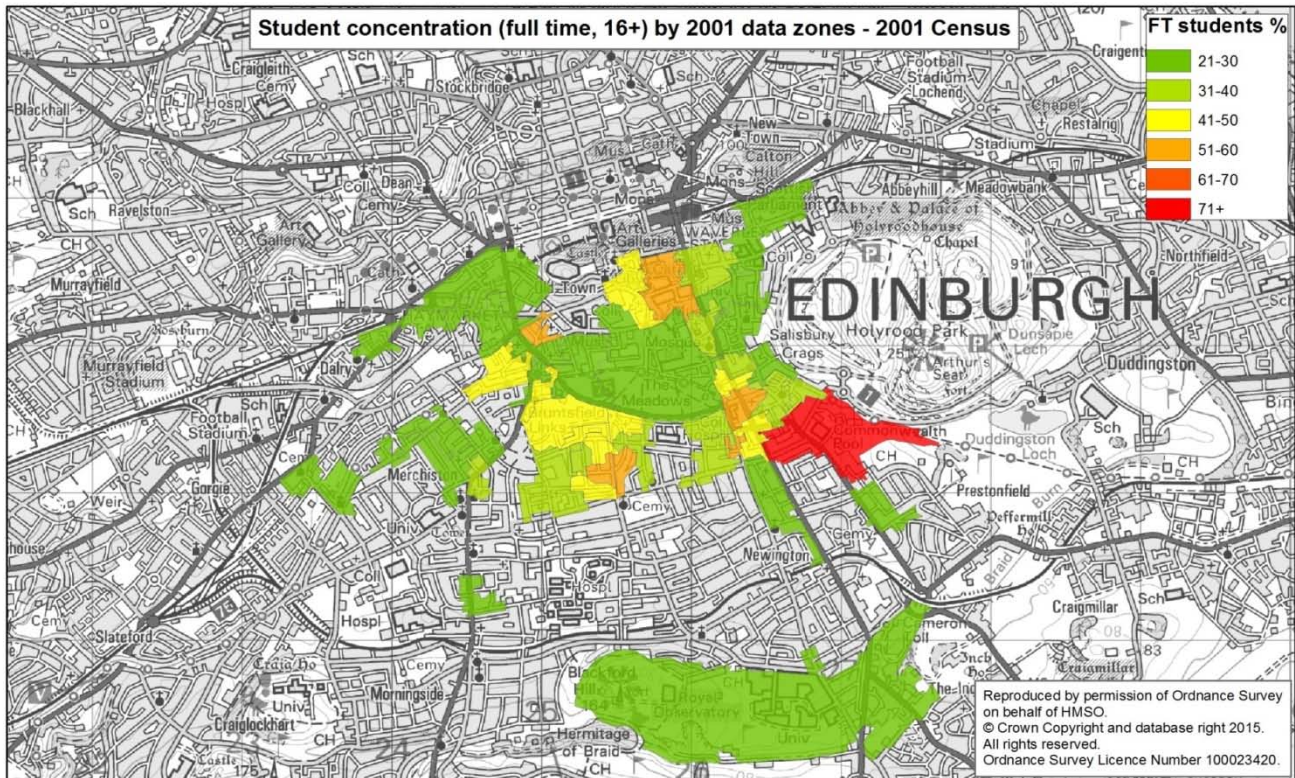
Map 4 identifies student living in university managed purpose accommodation.

Map 5 identifies sites in the LDP Housing Land Study (March 2014)

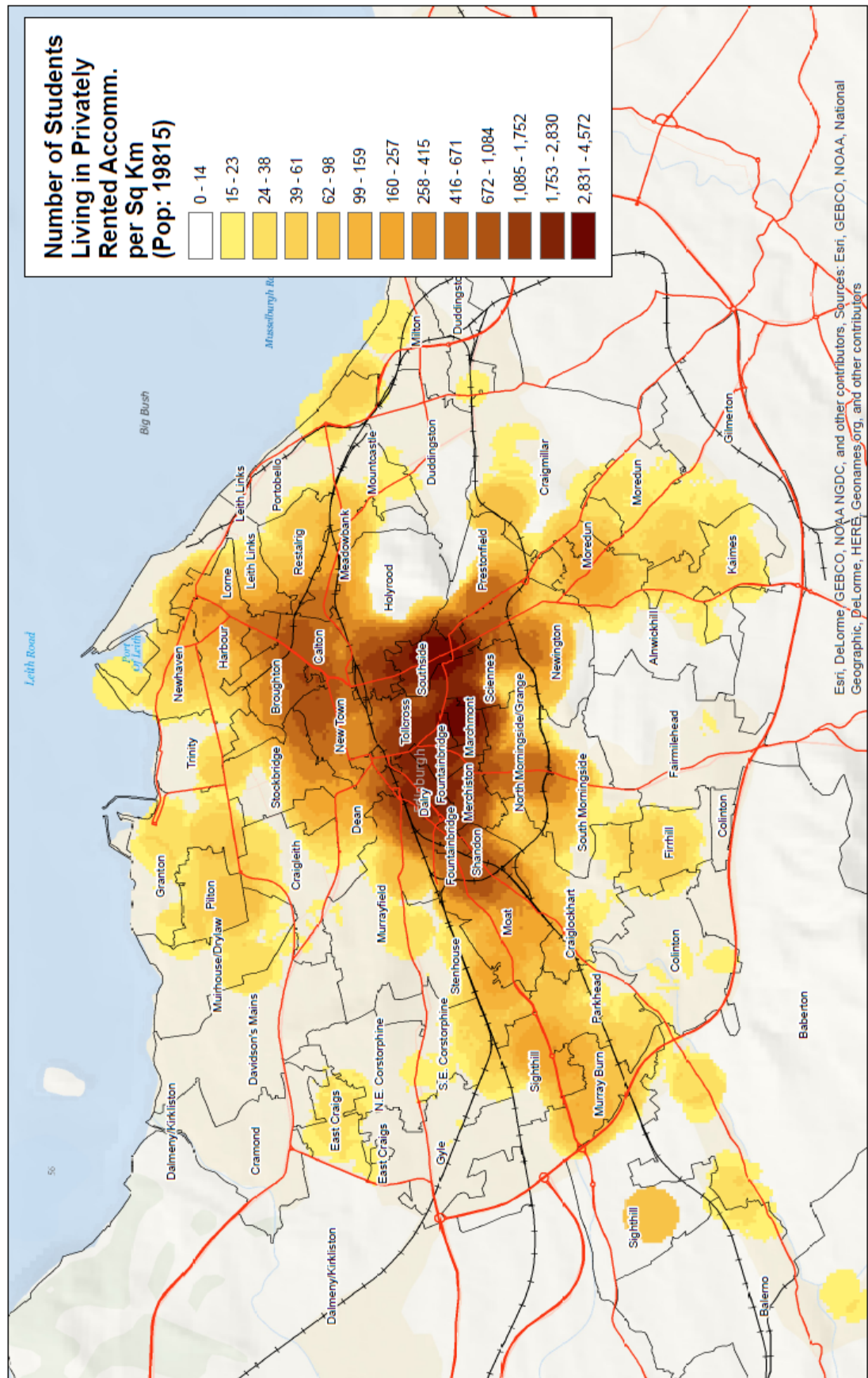
Map 1: Locations of university and college campuses



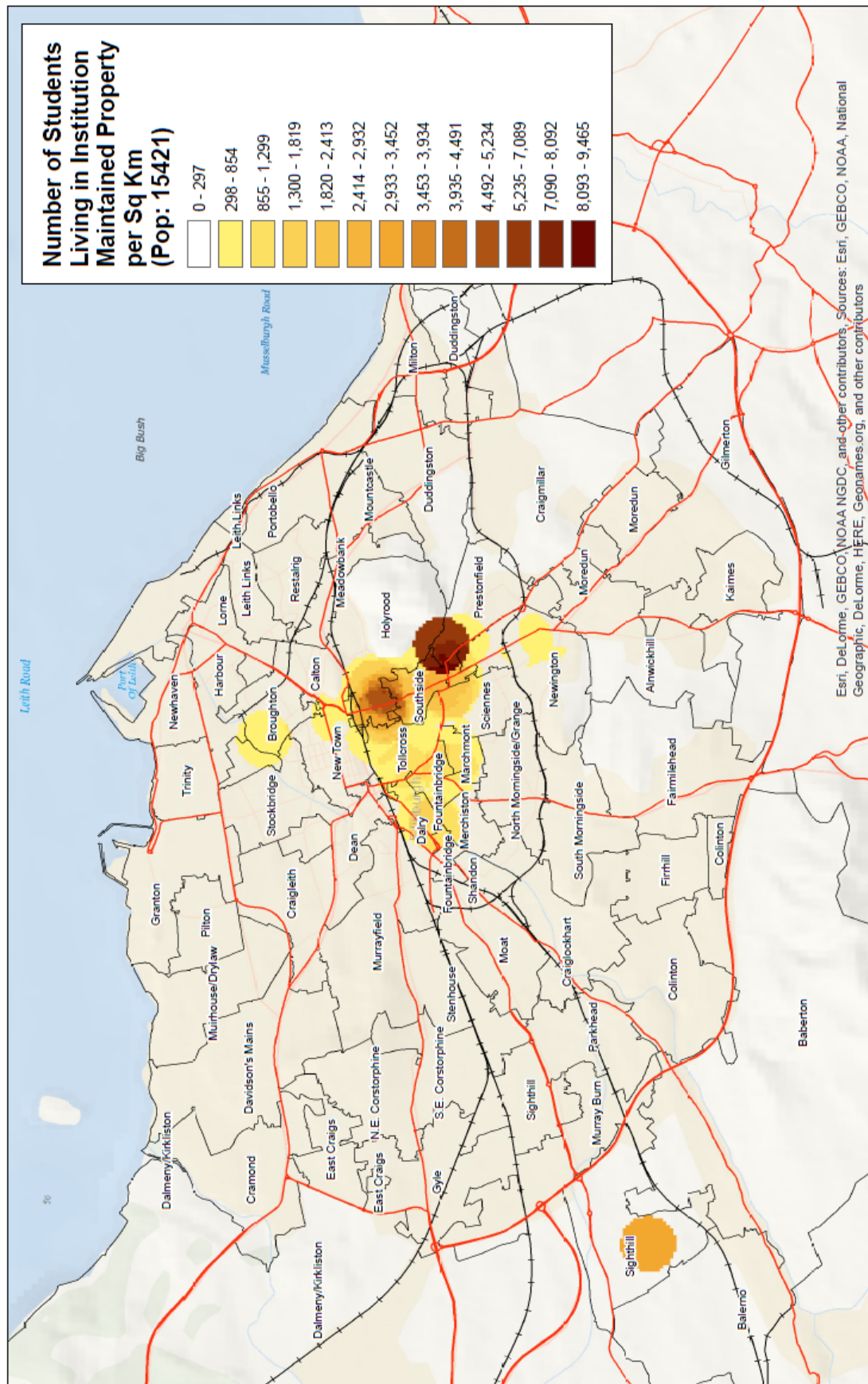
Map 2: 2001 and 2011 census data on student population



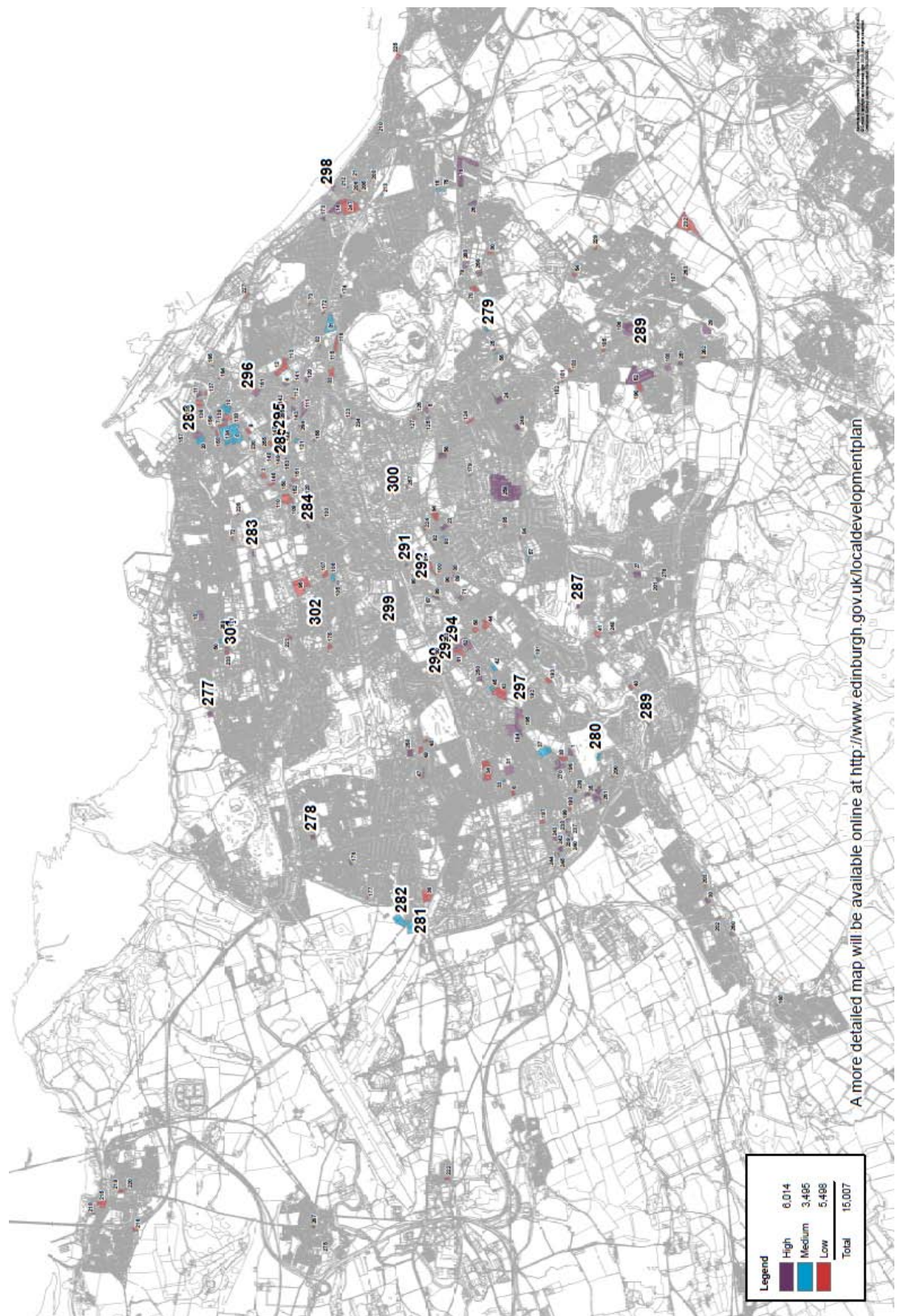
Map 3: Combined university students living in privately rented accommodation.



Map 4: Combined university students living in university managed accommodation.



Map 5: LDP Housing Land Study – potential sites for housing (June 2014)



This information is available online as part of the Edinburgh Local Development Plan Second Proposed Plan interactive map.

Appendix 3: Record of Consultation Responses to Draft Revised Student Housing Guidance

What is your name? - Name	What is your organisation? - Organisation	Do you agree with the Council's approach to supporting student accommodation on campus? - Q1	Do you agree with the Council's approach to supporting student accommodation within 800m of campus? - Q2	Do you agree with the Council's approach to supporting student accommodation within 400m of a defined town centre? - Q3	Do you agree with the Council's approach to supporting some student accommodation in locations which are well served by public transport? - Q4	Do you agree with the Council's approach to discouraging student accommodation in less suitable and less sustainable locations? - Q5	Do you agree with the Council's approach to supporting student accommodation as part of mixed use developments which contribute to housing needs? - Q6	Do you agree with the Council's approach of requiring alternative ground floor uses? - Q7	Are there any other issues which you feel should be addressed in the revised guidance? - Q11	What do you think of the ePub version of the draft guideline? - Q12	What do you think of the ePub version of the draft guideline? - Comments
Alistair Cant	Lister Housing Co-operative Ltd	Yes	Not sure	Not sure	Yes	Yes	Yes	Yes	It is very important that affordable housing including social rented housing is provided in Edinburgh especially in central Edinburgh. As a result I have concerns that the focus on within 800m of a campus area will perhaps squeeze out affordable housing and give preference to student housing. I think student housing should be generally not too far from campus locations but not exclusively close to campuses - a spread throughout the city central locations especially would be useful - Edinburgh has good walking, cycling and bus routes generally.	Don't Know/Didn't Use	
Andrew Stevenson	Historic Environment Scotland	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	Refer to letter	Not Answered	
Caroline Nutsford	GVA Grimley Ltd on behalf of Unite	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	Refer to letter	Not Answered	

Celeste Berteau	N/A	Not sure	No	No	Yes	Yes	Yes	Yes	While I am happy to see the adjustment to make more mixed-housing available (as opposed to entirely student residences), I believe that the 50% population threshold is very high, especially considering how many students live in general housing, not student housing. I would be less concerned with the high percentage of students if they were more spread out throughout the community instead of living in an isolated student housing unit.	Good	I often agreed with the written commentary at the top of the page, but did not necessarily agree with the italicized council language, which made it difficult to give an accurate answer.
Christie McMonagle	n/a	Yes	No	Yes	Yes	No	Yes	Yes	I don't believe that any area of any town or city centre no matter how close to a campus should comprise of 50% unless it is a purpose built campus with accommodation such as QMU. 50% of such a transient population will significantly harm the community in any area	Don't Know/Didn't Use	
Christopher Paton		Yes	Yes	Yes	Yes	Not sure	Yes	Yes	While it's important that communities aren't diluted by student populations, I think it's also important to recognise that communities can positively dilute the students! Part of the experience of being a student at Edinburgh is immersing oneself in the city, its people, and its history. Ensuring students are embedded in the real Edinburgh rather than cooped up in purpose built facilities helps them build a stronger relationship with the city, which is important in helping retain them as young professionals -- crucial for future economic prosperity. Of course purpose built accommodation has its place too, but we shouldn't rely on it.	Don't Know/Didn't Use	

Clare Armstrong		Yes	Not sure	No	Not sure	Yes	No	Yes	<p>The mix of housing available within Edinburgh should not be jeopardised by large developments which are incapable of being adapted or used as another building type.</p> <p>Extending the percentage of student population allowed in areas defined as 'centres' will reduce the sense of community due to the transient nature of this demographic. These areas, Leith Walk in particular, need community care to thrive and planning policy should encourage a greater mix of residents.</p>	Don't Know/Didn't Use	<p>The link above doesn't work for me.</p> <p>I was able to download a pdf of the guidance elsewhere which I found to be a good document despite the fact that I didn't agree with the content.</p>
Craig Wallace	JLL, acting for Edinburgh Napier University	Yes	No	No	No	No	No	Not sure	Please refer to response sent to Bruce Nicholson.	Okay	
Craig Wallace	JLL, acting for the Watkin Jones Group	Yes	No	No	No	No	No	Not sure	Please refer to letter sent to Bruce Nicholson.	Okay	

David Brown	None	Yes	No	No	No	No	Yes	Yes	<p>Consideration needs to be given to the overall population mix of a locale: for example, the city centre has a high proportion of properties which are used as holiday lets: looked at in isolation, 40% student accommodation may seem OK, but if 30% (say) is already holiday accommodation, then this means that only 30% may be inhabited by all other users - resulting in a very low percentage of "permanent" residents. For this reason, I think that the percentages proposed are too high.</p> <p>Also, I think we should beware of classifying an area as being inappropriate for students because it is too far away: some students are quite well-to-do and are happy to avoid "traditional" student areas.</p>	Poor	Too gimmicky. I am extremely experienced with computers and find this format irritating - it takes a while to load and lacks a fluent user interface, which results in time wasted trying to position where one wants to read. In the case of this example, it wouldn't even load!
Deborah Charlesworth		No	No	No	Yes	No	No	Yes	<p>Student and other transient population levels are already too high in several communities. These are not necessarily parts of the city closest to where students attend classes. If those areas nearer colleges and universities are unsuitable for student living, they should be made suitable by providing better public transport and other necessary infrastructure, so as to avoid damaging communities that are highly suitable for Edinburgh citizens. There are positive advantages to students living closer to colleges such as St. Margarets University, or Heriot-Watt University.</p>	Poor	The guidelines are very long and there is a feeling of being "snowed". I also feel that a pdf option should be available when one has downloaded the file.
Director	The Cockburn Association	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer		Not Answered	

Elizabeth Williams		No	Yes	Yes	Yes	No	Yes	Yes	I do not support further percentage of students on the South Side as character of area is changing with each influx and very little residential for ordinary people available with Edinburgh City Centre becoming tourist and student heavy....why can't areas of the New Town and The Grange for example be used for student housing more?	Okay	
Elspeth Wills	Individual	Yes	No	No	Yes	No	No	Yes	Far too much student housing in city centre. No doubt students want to live there but so do permanent residents. Student accommodation tends to be let out to holidaymakers therefore increasing the pressures from tourism on fragile communities like the Grassmarket. Student blocks as opposed to student flats in mixed areas isolate them from the rest of the community and there are therefore no benefits	Okay	

Elspeth Wills	Grassmarket Residents' Association	Yes	No	No	Yes	No	No	Not sure	<p>Student housing must never exceed 30% of a local population. No doubt students enjoy living in the city centre but so do permanent residents who bring sustained community benefits. In isolated accommodation blocks students do not participate in the community. In the city centre student accommodation becomes holiday lets for four months of the year: the drift is already for owners to buy to let for this market decreasing the number of permanent homes significantly. Student accommodation is a quick and profitable developer's fix - its architecture tends to be poor. We need more permanent housing in the area.</p>	Okay	<p>Never mind the endless surveys - take action now to hold student densities at 30% maximum unless you wish to destroy central Edinburgh fast diminishing reputation as an area of sustainability contributed to by local communities of character.</p>
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Frances Gifford	community group	Yes	Not sure	Not sure	Yes	Yes	Yes	Yes	<p>An explanation of Community Cohesion would enhance the text. This is achieved not only by having more permanent than transient residents but also by having a balanced population structure with all age groups well represented, right up the age spectrum, from children to retired folk.</p> <p>As students are not the only transient residents a 50% threshold is likely to produce a transient population with an uneven population structure with the 18 - 24 age group disproportionately represented.</p> <p>References to students 'supporting local services' should be removed because any member of the community supports local services, and because large numbers of students may actually undermine the kinds of businesses that can flourish in a more family orientated community, leading to a preponderance of pubs and take-aways</p> <p>A map to illustrate 'locational and design guidance(d)' would demonstrate just how much of Edinburgh is easily accessible by public transport.</p>	Don't Know/Didn't Use	
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Gavin McMenemy		No	No	No	Yes	No	Not sure	Yes	<p>This questionnaire is poorly worded. It does not make it clear exactly which areas are likely to be seriously affected by increased student accommodation. For example stating that areas considered suitable will include most of the city centre if you include single road public transport.</p> <p>There's an additional statement that students want to live in the city centre (of course they do!) but it is worded as though this is more important than providing good quality low cost housing for local residents.</p> <p>Many of your statements are elliptical and difficult to comprehend - I believe this further undermines your public consultation as it makes it difficult to engage the wider community.</p> <p>In addition while I welcome the addition of ground floor services this typically amounts to chain coffee shops (ie Costa Coffee) and yet more supermarkets rather than supporting local business. This is NOT on.</p>	Poor	<p>Poorly worded. Maps are not clear or interactive - they should be embedded into the survey.</p>
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Gloria Lo		Not sure	Not sure	Not sure	Yes	Not sure	Yes	Yes	<p>Zonal maps should be developed for 5 minutes and 10 minutes Cycling zones, as currently exists for walking. It must be understood that cycling is the main mode of cheap transportation for students. Development zones for future expansion of student population must consider further out locations than those generated by walking distance alone. Enhancement of safe cycling lanes (that links NCR cycle paths as existing) from student accommodation should be part of the development plan, linking new further out developments to University campus, and thus developer contribution to highways section for student accommodation. [Good to see design and development standards and housing standards are linked and improved in redraft, thank you.]</p>	Okay	
H McDowell		Yes	Not sure	Yes	Yes	Not sure	Yes	Yes	<p>Current data must be used when making planning decisions. Data zones use census information which is always out of date by the time it is issued. Many new student blocks have planning permission and soon will be full. This will not show up in data zones for another 7 or 8 years. Much of Southside will be well over 60%. HMOs must be included in calculations of students in any area. Here most are occupied by students. Data from council tax exemptions can be used for this. Students choose halls for first year as it is easy and keeps parents happy. After that they want to move out for more freedom and halls very expensive. Students tend to stay in the areas they know so near the halls. HMOs concentrated here. More halls doesn't remove this pressure on family housing stock. Transient population mean a break down in society.</p>	Don't Know/Didn't Use	

Helen Lucas		Not sure	Yes	No	No	Yes	No	Yes	I feel developers should not be allowed to always have their way as student housing will always give a high return and they are only used for 30 weeks of the year which leaves empty ghettos for large parts of the summer months. Families once again are being pushed out of the city centre. Families are most likely to bring a car into the city centre but would be less tempted to even own car of they were able to live in the city centre.	Poor	
Jacqueline Archer	none	No	Not sure	Yes	Yes	No	Yes	Yes	<p>HMO accommodation affects a great proportion of traditional tenement flats. Although this is a separate issue from planned student accommodation it certainly affects the character of the Southside where there is little evidence of a balanced community. The huge volume of student flats in this area can be a cause of excessive disturbance, and, I suspect, decrease the value of adjacent properties.</p> <p>I fail to understand why there should be such particular attention paid to the needs of the student population - at the expense of other groups in society.</p> <p>But sadly it would appear that the council has little influence when the Scottish government seems to pander to any "big business" [which includes the university] as happened with the Luton Court and Homebase sites.</p>	Don't Know/Didn't Use	

James Hickson	Resident	No	No	No	Yes	Not sure	Yes	Yes	<p>The main issue with it is the increase of student accommodation as a percentage of the population which will be allowed in any 'centre' area - i.e. Leith Walk.</p> <p>Large scale development like those already built with Leith area will harbour a new population of 18-20 year old low income earners who will not be resident for more than 8-10 months and will likely leave after. The building stock is not suited to alternative uses for other demographics such as young families elderly or young professionals. As usual large scale lumps of buildings with no use beyond the need to develop cheaply to avoid loss of profit</p>	Very Poor	I have downloaded this 3 times and it does not work - the file is blank presumably this will make my opinion null and void so suitable for cooking you stats
Jams H Johnson	Edinburgh Old Town Development Trust	Yes	No	No	Yes	No	No	Yes	<p>EOTDT agrees substantially with the response from the Cockburn Assoc.</p> <p>The Trust believes that student accommodation should ideally be widely spread, not concentrated near campuses or local town centres. Why should students be treated as special citizens, particularly as in the majority they are young and active - well able to walk more than 800 M or catch a bus. Student ghettos such as are appearing in parts of the Old Town and southside should be avoided.</p> <p>The relationship between student accommodation and HMOs needs to be clarified. There is no evidence that dedicated student housing frees up HMOs for general use.</p>	Don't Know/Didn't Use	

Jez Kempston		No	No	Yes	Yes	No	Not sure	Yes	Campus areas are changing all the time.... the University and Council are in disagreement with the term "Campus" and what is the "campus" the University designate the "campus" in the central area as the academic buildings ... the Council seem to think the "campus" area is bigger and covers the Southside.... I therefore suggest that "campus" is deleted from all descriptions of student accommodation..... I think that student population should not rise above 40 percent in all areas of Edinburgh... This is a very simple and straightforward policy...and would be very easy to implement, and would safeguard further destruction of the Southside.	Okay	
jim johnson	none	Yes	No	No	Yes	No	Not sure	Yes	I strongly endorse the response from the Cockburn Assoc. to this questionnaire, which is cogently argued from a knowledgeable base. In particular there must be a density link between purpose built student accommodation and HMOs - the argument that Student accommodation "releases" HMOs for general use is specious and lacking any empirical evidence. The theoretical calculation of student densities must include both purpose built housing student and HMOs.	Don't Know/Didn't Use	
JLL	Crosslane Group	Yes	No	No	No	No	No	No		Good	
Jo Scott	None	Yes	No	Yes	Yes	Yes	Yes	Yes	No new issue but 40% should be the maximum concentration of student accommodation in any area. More than 40% leads to a big change in a settled community and can destroy it.	Okay	Spelling mistakes and typing errors in the PDF and questionnaire should be corrected.

[illegible]

Jonny Ross-Tatam (EUSA President)	Edinburgh University Students' Association (EUSA)	Yes	Yes	Yes	No	Not sure	Not sure	Not sure	<p>Design guidance – All new student housing developments should be required to set 25% of the build as affordable student accommodation offering a range of prices and types to suit all budgets.</p> <p>Locational guidance – Broadly supportive, but there should not be a limit of 30% in areas well served by public transport. It is not less desirable for students to be based outwith main campuses/town centres. Central campus area should be clarified – it should include Edinburgh College of Art, Edinburgh Centre for Carbon Initiative and other University buildings as part of the campus area.</p> <p>Methodology – this should recognise that each bed does not equate to an additional student.</p> <p>Other - EUSA does not believe that purpose built accommodation is the single solution to student housing in Edinburgh. Students can contribute to sustainable communities in HMO flats which are often more affordable.</p>	Don't Know/Didn't Use	
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Juliet Wilson	none	Yes	Not sure	Not sure	Not sure	Yes	Yes	Yes	<p>Developers shouldn't be allowed to buy successful businesses (eg the Blue Goose Pub) with the intention of destroying them and building student accomodation on the site.</p> <p>Large scale student accommodation shouldn't be built near environmentally sensitive areas (eg the Water of Leith).</p>	Don't Know/Didn't Use	
Lisa Sibbald	Southside Associaton	No	No	Not sure	Yes	No	Yes	Yes		Don't Know/Didn't Use	

Marco Biagi MSP	MSP for Edinburgh Central	Yes	Yes	Yes	Yes	Yes	Yes	Yes	<p>The guidance includes the statement: “Despite the increasing proportion of purpose built student accommodation there is no evidence to suggest the number of students living in general housing or HMOs has reduced (Map 2). Therefore there is a need for more purpose built student housing in order to free up general housing stock through an increased offer and increased competition.” My constituents would consider these statements to be contradictory, and amount to an admission that the current approach has failed completely.</p> <p>The guidance fails to consider why students live where they live. Most students have very limited income. The maximum student support, for home domicile students with no employment while they study, is £7500 per year (£625pcm). The very cheapest rooms offered by one of the largest providers of private student accommodation in the city are the equivalent of £602pcm. There are rooms for over £1000pcm. By comparison, a room in an HMO can cost less than £300pcm, and there are a wide range of rooms for well under £400pcm, inclusive of all bills. The guidance states that “they have gravitated towards privately rented housing stock” as though this was a matter of choice rather than economic necessity. It is also</p>	Not Answered	
Martin Edward Procter	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Not Answered	N/A
Matthew Dale		No	No	No	No	Yes	No	Yes	<p>I think there are too many specific student housing. I think students would be better served by integrating fully into the community by renting a private flat. This would also help prevent clustering of students which detracts from the local area as they are often very disruptive during the night as they are in large, loud groups outside their accommodation.</p>	Don't Know/Didn' t Use	

Nancy Lynner	Southside Community	No	No	No	Yes	No	Yes	Yes	<p>I do not think it is unsustainable for students to have to walk more than 10 minutes to school or stores. Edinburgh has a fine bus system, and many adults must use it to get to work. Students can use the bus as well. 50.50 is too much of a percentage to have between Students and the year round community.</p> <p>Edinburgh has room in many neighbourhoods for a variety of housing schemes.</p>	Poor	<p>The University of Edinburgh is an institution that our city can be proud of.</p> <p>This is not their brightest hour-- some decades ago they knocked down lovely buildings and build boring, ugly looking but capacious buildings.</p>
Nancy Macdonald	resident	No	No	No	No	Yes	Yes	Yes	<p>If there were sufficient flats to rent for all people with average or low incomes there would be no need for student-only housing.</p> <p>Your questions are loaded to elicit the responses you are looking for. I feel strongly that 30% student housing in an area is too high. I have not been able to express this because of the way questions have been put forward.</p> <p>I strongly oppose any increase in the percentage of student housing allowed in Edinburgh.</p> <p>I believe the Council should re-look at current policy</p>	Not Answered	The link is not working
Nicholas Munro		No	No	No	Yes	No	Yes	Yes	<p>I'm dumbfounded that students are being allowed to flood communities because they 'prefer' to live in certain places. Many MANY members of the working community are not afforded this privilege, less so as the student population grows. Edinburgh South Side is becoming ghetto-ised by this undeniable trend which will ultimately kill communities stone dead and force them into the suburbs</p>	Okay	

Old Town Community Council	Old Town Communit y Council	Yes	No	Yes	Yes	No	Yes	Yes	<p>These policies may be worthy and acceptable, but the reality is that the city has failed to implement or enforce previous such policies, or even exercise any common sense in planning matters. In the last ten years within the Old Town, there has been virtually NO development of residential provision, whilst at the same time massive developments of student accommodation. Add to this the number of residential properties lost to student lets and HMOs. The 50% limit has long since passed. What is needed are policies that actually redress this imbalance, ie an EMBARGO on student accommodation until enough residential provision has been achieved, and strong planning enforcement to back it up.</p> <p>The Council is elected by, and financed by the tax paying residents, it does not represent the non contributing students, or the visitors that occupy the student accommodation out of term. In this the Council should put the local population first.</p>	Okay	
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Paul Scott	Scott Hobbs planning	Yes	No	No	No	No	No	No	See separate submission.	Very Poor	The ePub version entirely discourages respondents to actually read the consultation document and provide commentary beyond the limited questions asked. In cases where the Council is clearly misguided in its approach (as is the case with this consultation), there must be the opportunity to respond to the background to the key questions being asked, not just the questions themselves.
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Richard Allen	FCI	Not sure	Not sure	No	Yes	Yes	Not sure	Yes	The main problem with campus centered accommodation is that Edinburgh UNI is not campus based but is mixed into the original structure of the city and so any need for accommodation close to UNI is going to be in the city center	Okay	There needs to be some definitive /enforceable guidelines that the citizenry can understand and appeal to when planning permission is sort
Sarah Artt		Yes	Yes	Yes	Yes	Not sure	Yes	Yes	I feel that different types of student housing should be encouraged rather than the prevalent developments of single bedroom studio-type accommodation to meet the needs of students with families and students with additional support needs.	Very Good	

Saskia Bakker		Not sure	No	No	Yes	Not sure	Yes	Yes	<p>I feel 50% of the population being students impacts negatively on any given area, as students are exempt from council tax and other taxes. Also, because of the high turnover in student population, 50% of the population in an on-campus area and 40% of the population in a near-campus area would lack a 'bond' with the area. It is important for the community in an area that bonds are developed as it deters vandalism and littering, and helps the community spirit and safety in an area when people know each other and feel responsible for each other. Because of long university holidays, the area would be empty or full of tourists for significant periods in the year which also impacts negatively on the community.</p>	Don't Know/Didn't Use	
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Simon Byrom	Grassmarket Residents Association	Yes	No	No	Yes	Not sure	Not sure	Yes	<p>I do not support the notion of a 50/50 split between transient/ permanent residential populations.</p> <p>Responding as a resident of the Old Town the significant increase in student accommodation on top of the raft of new build hotels proposed is fundamentally undermining the well being of the community. Permanent residents report that they have become the last long term occupiers of their tenements. The long term affect of this will encourage degradation of the area.</p> <p>The rise of temporary accommodation in the Town Centre is a cynical speculative exercise to extract wealth from prime real estate running roughshod over permanent residents and the democratic process.</p>	Don't Know/Didn't Use	
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Stephen Carter		Yes	Not sure	Not sure	Yes	Yes	Yes	Not sure	<p>1. To avoid arguments, remove all references to 5 minute and 10 minute walks and just use 400m and 800m.</p> <p>2. Design guidance points 'f' and 'g' are incorrectly labelled 'a' and 'b' in the draft text.</p> <p>3. I agree that the dominant residential component should be permanent, but allowing up to 50% students risks failing this test because there are many transient residents who are not students. In addition, there is no justification for why a balanced community in some parts of Edinburgh can accommodate only 30% students whilst others can cope with up to 40% or 50%.</p> <p>4. A map showing areas that meet criterion 'd' would be helpful</p> <p>5. Can the data in Maps 2(a) and 2(b) be adjusted to account for students living at home?</p> <p>6. In criterion 'g' I suggest 'including' instead of 'through' as other aspects of design can also contribute to place, not just alternative ground floor uses.</p> <p>7. I understand criterion 'f' to cover all sites larger than 0.25ha AND all sites on Map 4. Current wording could be read to mean only sites on Map 4 that are larger than 0.25 ha. Please ensure clarity on this critical point.</p> <p>8. There is data on past increases and current total</p>	Don't Know/Didn't Use	
Steven Black	Jones Lang LaSalle Ltd	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	Refer to letter	Not Answered	

Theodora Lola	private individual	No	No	No	Yes	No	Yes	Yes	<p>The student population on the south side already exceeds 50% adding more students to the area and especially Newingthorpe will drive out Families like my own. I hope that this is not a long term policy of the council to have the city center converted into a big student Ghetto!! I clearly do not understand why students should receive preferential treatment when it comes to commuting to university compared to the rest of us. Why do I have to be forced to live far from work so students can be packed in disgraceful purposes build accommodation. The university already provides free shuttles buses from many locations in the city, so I see no reason why they have to live just next to the campus! Students are not the only transient residents within a community, but it is also questionable whether you can have a balanced sustainable community with a % threshold of 50%. The Scottish reporters have already allowed 60% and 62% for Luton Court and Homebase. Please do not convert the south side into a student ghetto!</p>	Good	
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Timothy Puntis	None	Yes	Yes	No	No	No	Yes	Yes	<p>Data zones have proved to be too small to protect local areas from student housing developers. Around Tollcross, many Data zones come together, and student accommodation can bunch together whilst strictly speaking, being in different zones, breaching the 50% rule in some places</p> <p>The guidance needs better ways of ensuring the continued diversity of local areas. At the moment, developers can build pretty much anywhere they think it will be profitable to offer Student accommodation, and students will pay to live in city centre neighbourhoods.</p>	Don't Know/Didn't Use	
Toby Subiotto	owner occupier	Yes	Yes	No	Yes	Not sure	Yes	Yes	<p>I'm pleased that the council planners, and hopefully in conjunction with the University are finally waking up to the fact that alternative mixed use developments which address local housing issues are the way forward in addressing purpose built student accommodation in the city. Hopefully now we won't be seeing developments that are exclusively for students but a better integrated strategy when allowing planning for these developments in the future.</p>	Good	
Tony Harris	Grange/Prestonfield Community Council	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	Refer to letter	Not Answered	

Tracey Slaven	University of Edinburgh	Yes	Not sure	Yes	Yes	Yes	Yes	Yes	<p>The University supports strong diverse communities across Edinburgh. However, purpose built student accommodation must be affordable and accessible; if it is to offer opportunities for regeneration and to mitigate pressure on limited residential accommodation which is increasingly sought by young professionals and families. Design guidance must therefore include the need for a range of rent levels across new developments if purpose-built is to replace traditional flatted HMO accommodation – given the current differential in rental levels & the low incomes of most students. The maximum student support to a Scottish student is £7,750 (lowest income households) but most are only eligible for a loan of £4,750. We would also argue strongly that the mapping of our central “campus area” should encompass our buildings rather than identifying individual properties. Further, “walking time” for areas assessed as adjacent to a campus should logically encompass the journey from the central campus to Pollock Halls as our main residential site.</p>	Don't Know/Didn't Use	
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Wendy Hebard	Grassmarket Residents' Association	No	No	No	Yes	No	Yes	Yes	<p>I have to comment on the issues raised by the questions just answered.</p> <p>There is a great focus on the needs of the students to be housed near their places of study and the needs they have. The needs of the residential population are not assessed in this way, except for the proposal to include housing in any new student accommodation (SA) development, a good idea. Students should have to travel just like others if there is no accommodation nearby.</p> <p>The 50% figure for SA near university campuses is MUCH TOO HIGH. With the students in private lets, the percentage will be much higher than 50%, putting local communities under great threat.</p> <p>No account is taken either that Student Accommodation is also Tourist Accommodation during at least 4 months in the year. That is why developers want to build in the city centre, not for the benefit of the students. The Council must recognise that and stop the relentless shift in the balance between residents and students/tourists. The Old Town in particular, but other areas too, are hemorrhaging their populations, as every vacant site is snapped up for so-called student housing and more houses become holiday lets and HMOs.</p>	Don't Know/Didn't Use	
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		No	No	No	No	No	No	Not sure	Student housing also doubles up as tourist accommodation and therefore providers should make contribution to local taxation (tourist tax, business tax or council tax contributions) to support council services used (waste collection, street and roads maintenance etc)	Not Answered	
		No	No	No	Yes	No	Yes	Yes		Not Answered	
		No	No	Yes	Yes	No	Not sure	Yes	If there is anyway these new proposals can reflect upon the proposed development at homebase and Luton court.it would be a god send We the community, the people who actually live in these areas are grateful that the council have listened to us, and are making changes for future communities with student developments. However I live in a gable end room& kitchen for 23 yrs. I am sandwiched between home base and Luton court. I hope you don't allow them to build higher.	Don't Know/Didn't Use	

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS							
				LDS	OLD SIZE	S 18+	16+	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008417	22	23	726	299	2.43	3.17	6.20	26.14	29.14	39.03	48.09	17.48	22.62	27.46
S01008418	11	20	692	312	2.22	2.89	4.48	25.56	28.69	38.97	48.28	16.57	22.01	27.07
S01008419	17	12	525	193	2.72	2.29	5.52	31.21	34.74	45.85	55.36	20.11	26.05	31.26
S01008420	15	15	476	190	2.51	3.15	6.30	33.63	37.27	48.56	58.00	21.71	27.74	32.93
S01008421	21	27	858	394	2.18	3.15	5.59	23.15	25.89	35.15	43.91	15.58	20.37	25.02
S01008422	16	13	621	241	2.58	2.09	4.67	27.54	30.84	41.50	50.95	17.76	23.43	28.60
S01008423	38	27	1063	398	2.67	2.54	6.11	20.73	23.11	31.36	39.48	14.40	18.60	22.83
S01008424	26	29	835	338	2.47	3.47	6.59	24.35	27.10	36.38	45.11	16.60	21.37	25.97
S01008425	29	1512	2465	409	6.03	61.34	62.52	65.28	65.78	67.65	69.71	62.19	62.00	61.75
S01008426	14	20	573	264	2.17	3.49	5.93	29.91	33.29	44.09	53.49	19.51	25.22	30.33
S01008427	24	57	1068	397	2.69	5.34	7.58	21.91	24.25	32.35	40.33	15.60	19.67	23.78
S01008428	16	22	676	316	2.14	3.25	5.62	26.83	29.97	40.21	49.45	17.67	23.05	28.03
S01008429	23	24	841	352	2.39	2.85	5.59	23.43	26.21	35.55	44.36	15.74	20.58	25.26
S01008430	17	27	666	276	2.41	4.05	6.61	27.84	30.97	41.15	50.32	18.57	23.88	28.78
S01008431	22	28	842	352	2.39	3.33	5.94	23.70	26.46	35.77	44.54	16.01	20.82	25.46
S01008432	21	19	701	293	2.39	2.71	5.71	26.31	29.38	39.47	48.64	17.41	22.68	27.61
S01008433	11	23	807	348	2.32	2.85	4.21	22.93	25.82	35.48	44.51	14.98	20.05	24.92
S01008434	19	27	801	322	2.49	3.37	5.74	24.27	27.12	36.66	45.57	16.27	21.21	25.96
S01008435	15	35	766	301	2.54	4.57	6.53	25.57	28.47	38.12	47.04	17.27	22.25	26.99
S01008436	23	32	870	356	2.44	3.68	6.32	23.55	26.24	35.37	44.02	16.06	20.75	25.31
S01008437	15	25	710	367	1.93	3.52	5.63	26.05	29.10	39.15	48.30	17.23	22.49	27.41
S01008438	13	14	443	189	2.34	3.16	6.09	34.90	38.64	50.12	59.57	22.36	28.53	33.76
S01008439	36	24	1120	434	2.58	2.14	5.36	19.45	21.77	29.85	37.87	13.40	17.53	21.72
S01008440	33	18	997	403	2.47	1.81	5.12	20.70	23.21	31.84	40.24	14.02	18.47	22.90
S01008441	15	8	465	186	2.50	1.72	4.95	33.13	36.86	48.36	57.94	21.02	27.25	32.58
S01008442	14	9	688	303	2.27	1.31	3.34	24.77	27.95	38.37	47.80	15.75	21.31	26.49
S01008443	16	23	582	252	2.31	3.95	6.70	30.21	33.54	44.19	53.51	19.92	25.52	30.54
S01008444	15	26	634	260	2.44	4.10	6.47	28.55	31.76	42.15	51.39	18.92	24.36	29.32
S01008445	13	19	920	403	2.28	2.07	3.48	20.43	23.12	32.27	41.04	13.29	18.09	22.81
S01008446	115	70	1128	323	3.49	6.21	16.40	28.78	30.81	37.92	44.98	22.72	25.97	29.27
S01008447	11	10	675	286	2.36	1.48	3.11	24.91	28.13	38.65	48.14	15.75	21.39	26.61
S01008448	20	32	755	315	2.40	4.24	6.89	26.08	28.99	38.66	47.58	17.68	22.66	27.38

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008449	19	39	795	351	2.26	4.91	7.30	25.63	28.45	37.86	46.63	17.57	22.39	27.00
S01008450	4	36	592	256	2.31	6.08	6.76	29.95	33.25	43.85	53.14	19.80	25.35	30.36
S01008451	20	37	699	325	2.15	5.29	8.15	28.27	31.26	41.10	50.04	19.33	24.37	29.07
S01008452	18	46	631	271	2.33	7.29	10.14	31.44	34.53	44.52	53.41	21.75	26.81	31.43
S01008453	9	36	506	215	2.35	7.11	8.89	34.33	37.79	48.61	57.78	22.91	28.54	33.43
S01008454	37	43	951	393	2.42	4.52	8.41	24.06	26.56	35.10	43.33	17.10	21.38	25.62
S01008455	20	95	1000	501	2.00	9.50	11.50	26.00	28.34	36.38	44.20	19.32	23.22	27.11
S01008456	11	45	973	528	1.84	4.62	5.76	21.56	24.09	32.77	41.18	14.74	19.19	23.61
S01008457	3	29	616	353	1.75	4.71	5.19	28.08	31.37	42.01	51.41	18.24	23.87	28.99
S01008458	15	47	994	428	2.32	4.73	6.24	21.68	24.17	32.71	41.01	14.98	19.34	23.68
S01008459	11	36	741	393	1.89	4.86	6.34	25.93	28.89	38.69	47.70	17.41	22.49	27.29
S01008460	13	34	805	368	2.19	4.22	5.84	24.28	27.12	36.62	45.51	16.30	21.23	25.95
S01008461	16	45	914	450	2.03	4.92	6.67	23.15	25.76	34.64	43.13	15.96	20.50	24.95
S01008462	7	17	564	349	1.62	3.01	4.26	28.95	32.42	43.46	53.04	18.43	24.36	29.65
S01008463	5	36	670	355	1.89	5.37	6.12	27.37	30.50	40.72	49.92	18.14	23.48	28.43
S01008464	9	32	850	413	2.06	3.76	4.82	22.66	25.44	34.81	43.66	15.03	19.92	24.65
S01008465	6	42	742	346	2.14	5.66	6.47	26.01	28.97	38.75	47.74	17.50	22.56	27.35
S01008466	9	54	744	318	2.34	7.26	8.47	27.55	30.44	40.00	48.80	19.05	23.91	28.50
S01008467	12	25	785	330	2.38	3.18	4.71	23.75	26.67	36.39	45.44	15.62	20.71	25.58
S01008468	17	46	678	232	2.92	6.78	9.29	29.63	32.64	42.47	51.34	20.48	25.47	30.09
S01008469	9	65	577	229	2.52	11.27	12.82	34.93	38.05	48.04	56.75	24.55	29.50	33.92
S01008470	11	42	728	298	2.44	5.77	7.28	26.95	29.91	39.68	48.63	18.30	23.33	28.06
S01008471	19	43	858	347	2.47	5.01	7.23	24.48	27.17	36.27	44.88	16.90	21.54	26.05
S01008472	11	52	714	277	2.58	7.28	8.82	28.46	31.40	41.09	49.92	19.67	24.59	29.20
S01008473	19	34	700	307	2.28	4.86	7.57	27.79	30.80	40.70	49.69	18.87	23.96	28.71
S01008474	7	42	779	440	1.77	5.39	6.29	25.13	28.01	37.61	46.52	16.94	21.90	26.64
S01008475	6	38	610	327	1.87	6.23	7.21	29.78	33.02	43.46	52.68	19.85	25.29	30.22
S01008476	7	19	699	406	1.72	2.72	3.72	24.80	27.94	38.26	47.63	15.89	21.37	26.50
S01008477	3	19	773	465	1.66	2.46	2.85	22.50	25.50	35.48	44.74	14.27	19.58	24.65
S01008478	7	46	840	439	1.91	5.48	6.31	24.03	26.79	36.07	44.81	16.33	21.11	25.72
S01008479	10	32	762	407	1.87	4.20	5.51	24.84	27.78	37.55	46.59	16.51	21.60	26.44
S01008480	8	67	607	279	2.18	11.04	12.36	33.75	36.82	46.69	55.41	23.76	28.66	33.09

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008481	22	51	1615	373	4.33	3.16	4.52	14.85	16.65	23.13	29.94	10.46	13.74	17.26
S01008482	8	31	614	316	1.94	5.05	6.35	29.01	32.27	42.79	52.08	19.14	24.66	29.67
S01008483	6	50	598	327	1.83	8.36	9.36	31.74	34.93	45.20	54.22	21.65	26.90	31.64
S01008484	6	32	754	342	2.20	4.24	5.04	24.63	27.60	37.47	46.57	16.23	21.40	26.29
S01008485	15	74	1015	408	2.49	7.29	8.77	23.53	25.92	34.14	42.16	16.94	21.04	25.13
S01008486	10	52	867	459	1.89	6.00	7.15	24.27	26.95	36.01	44.60	16.76	21.38	25.87
S01008487	4	70	759	417	1.82	9.22	9.75	28.27	31.09	40.43	49.07	19.90	24.59	29.03
S01008488	5	86	764	416	1.84	11.26	11.91	29.90	32.63	41.73	50.15	21.55	26.02	30.26
S01008489	12	49	620	305	2.03	7.90	9.84	31.50	34.62	44.71	53.65	21.68	26.81	31.47
S01008490	5	78	893	528	1.69	8.73	9.29	25.62	28.19	36.92	45.23	18.28	22.64	26.90
S01008491	9	180	914	487	1.88	19.69	20.68	34.68	36.90	44.44	51.67	27.44	30.74	33.97
S01008492	6	106	944	515	1.83	11.23	11.86	27.02	29.43	37.68	45.62	20.00	24.00	27.95
S01008493	14	89	793	420	1.89	11.22	12.99	30.23	32.88	41.72	49.96	22.13	26.42	30.51
S01008494	5	71	688	409	1.68	10.32	11.05	30.77	33.69	43.28	51.96	21.71	26.49	30.93
S01008495	5	170	891	589	1.51	19.08	19.64	34.13	36.41	44.15	51.52	26.74	30.18	33.52
S01008496	6	171	956	676	1.41	17.89	18.51	32.38	34.59	42.17	49.48	25.41	28.81	32.17
S01008497	1	109	786	572	1.37	13.87	13.99	31.16	33.79	42.57	50.73	23.00	27.21	31.22
S01008498	4	109	772	525	1.47	14.12	14.64	31.92	34.56	43.34	51.47	23.64	27.82	31.79
S01008499	4	222	996	591	1.69	22.29	22.69	35.40	37.45	44.48	51.33	28.65	31.63	34.58
S01008500	2	74	402	209	1.92	18.41	18.91	45.48	48.82	58.89	67.00	32.01	36.77	40.68
S01008501	1	128	607	316	1.92	21.09	21.25	40.47	43.23	52.10	59.93	30.45	34.39	37.95
S01008502	5	151	635	373	1.70	23.78	24.57	42.36	44.94	53.31	60.77	32.66	36.19	39.39
S01008503	4	124	833	443	1.88	14.89	15.37	31.49	33.99	42.40	50.32	23.69	27.65	31.46
S01008504	10	120	1112	543	2.05	10.79	11.69	24.92	27.10	34.66	42.17	18.81	22.46	26.16
S01008505	16	59	711	330	2.15	8.30	10.55	29.88	32.77	42.29	50.96	21.05	25.81	30.26
S01008506	9	63	854	442	1.93	7.38	8.43	25.52	28.19	37.19	45.69	17.91	22.46	26.86
S01008507	14	210	897	386	2.32	23.41	24.97	38.43	40.55	47.75	54.62	31.06	34.01	36.88
S01008508	13	37	851	358	2.38	4.35	5.88	23.50	26.24	35.51	44.26	15.87	20.66	25.29
S01008509	18	42	994	509	1.95	4.23	6.04	21.51	24.00	32.56	40.89	14.81	19.19	23.55
S01008510	17	64	906	390	2.32	7.06	8.94	25.14	27.70	36.39	44.71	17.89	22.24	26.51
S01008511	21	38	881	358	2.46	4.31	6.70	23.68	26.34	35.38	43.97	16.27	20.89	25.40
S01008512	15	15	505	201	2.51	2.97	5.94	32.24	35.81	46.99	56.46	20.82	26.79	31.98

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008513	20	17	706	258	2.74	2.41	5.24	25.83	28.91	39.02	48.22	16.98	22.29	27.25
S01008514	20	32	934	397	2.35	3.43	5.57	21.95	24.55	33.43	41.97	14.89	19.46	23.97
S01008515	20	24	747	297	2.52	3.21	5.89	25.45	28.41	38.22	47.26	16.98	22.09	26.92
S01008516	5	149	901	592	1.52	16.54	17.09	31.91	34.24	42.18	49.76	24.59	28.24	31.79
S01008517	12	169	860	463	1.86	19.65	21.05	35.70	37.99	45.72	53.04	28.09	31.46	34.73
S01008518	23	76	905	378	2.39	8.40	10.94	26.79	29.30	37.81	45.94	19.53	23.71	27.80
S01008519	30	20	809	324	2.50	2.47	6.18	24.48	27.30	36.75	45.59	16.53	21.42	26.10
S01008520	30	29	1076	433	2.48	2.70	5.48	20.05	22.43	30.67	38.81	13.78	18.00	22.26
S01008521	23	25	907	338	2.68	2.76	5.29	22.12	24.78	33.82	42.46	14.89	19.57	24.15
S01008522	12	27	532	228	2.33	5.08	7.33	32.28	35.72	46.59	55.90	21.28	26.99	32.02
S01008523	16	32	967	434	2.23	3.31	4.96	20.98	23.54	32.33	40.82	14.13	18.66	23.17
S01008524	15	58	867	442	1.96	6.69	8.42	25.31	27.95	36.88	45.35	17.79	22.30	26.68
S01008525	9	37	775	380	2.04	4.77	5.94	24.92	27.82	37.48	46.44	16.70	21.71	26.48
S01008526	13	36	850	448	1.90	4.24	5.76	23.42	26.18	35.46	44.22	15.79	20.59	25.24
S01008527	18	30	726	333	2.18	4.13	6.61	26.46	29.45	39.30	48.32	17.80	22.90	27.70
S01008528	12	20	720	304	2.37	2.78	4.44	24.89	27.96	38.07	47.32	16.18	21.52	26.53
S01008529	9	32	724	349	2.07	4.42	5.66	25.76	28.78	38.74	47.86	17.08	22.29	27.18
S01008530	9	19	724	369	1.96	2.62	3.87	24.35	27.42	37.58	46.87	15.68	21.06	26.12
S01008531	5	20	748	394	1.90	2.67	3.34	23.41	26.45	36.52	45.80	14.96	20.31	25.38
S01008532	7	15	443	213	2.08	3.39	4.97	34.12	37.91	49.52	59.09	21.58	27.89	33.23
S01008533	7	9	549	179	3.07	1.64	2.91	28.46	32.02	43.30	53.04	17.73	23.87	29.32
S01008534	24	37	723	274	2.64	5.12	8.44	27.97	30.90	40.57	49.43	19.26	24.20	28.83
S01008535	25	34	709	284	2.50	4.80	8.32	28.18	31.14	40.91	49.81	19.34	24.33	29.00
S01008536	11	14	569	263	2.16	2.46	4.39	28.89	32.34	43.33	52.90	18.44	24.34	29.61
S01008537	16	23	673	280	2.40	3.42	5.79	27.04	30.18	40.41	49.64	17.85	23.21	28.18
S01008538	20	17	542	242	2.24	3.14	6.83	31.57	35.01	45.87	55.23	20.73	26.45	31.52
S01008539	20	27	837	346	2.42	3.23	5.62	23.52	26.31	35.67	44.48	15.80	20.65	25.34
S01008540	20	25	861	373	2.31	2.90	5.23	22.80	25.55	34.82	43.61	15.25	20.07	24.74
S01008541	27	27	886	323	2.74	3.05	6.09	23.11	25.78	34.85	43.48	15.73	20.39	24.95
S01008542	32	29	942	337	2.80	3.08	6.48	22.58	25.15	33.91	42.34	15.57	20.05	24.46
S01008543	18	24	740	259	2.86	3.24	5.68	25.43	28.41	38.28	47.36	16.90	22.05	26.91
S01008544	36	26	653	216	3.02	3.98	9.49	30.39	33.45	43.39	52.30	20.96	26.01	30.66

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008545	34	26	898	334	2.69	2.90	6.68	23.40	26.04	34.99	43.53	16.11	20.68	25.16
S01008546	22	22	806	337	2.39	2.73	5.46	23.95	26.80	36.34	45.26	15.99	20.95	25.71
S01008547	26	22	1010	424	2.38	2.18	4.75	20.23	22.73	31.33	39.72	13.63	18.07	22.51
S01008548	12	27	835	347	2.41	3.23	4.67	22.79	25.61	35.07	43.98	15.06	20.00	24.78
S01008549	11	35	952	439	2.17	3.68	4.83	21.08	23.67	32.54	41.09	14.14	18.73	23.27
S01008550	25	23	798	346	2.31	2.88	6.02	24.55	27.40	36.92	45.81	16.52	21.45	26.17
S01008551	17	33	984	496	1.98	3.35	5.08	20.85	23.38	32.07	40.51	14.09	18.57	23.04
S01008552	28	33	876	383	2.29	3.77	6.96	23.97	26.64	35.67	44.25	16.53	21.14	25.63
S01008553	9	21	528	244	2.16	3.98	5.68	31.22	34.73	45.81	55.30	20.16	26.07	31.27
S01008554	19	38	1090	368	2.96	3.49	5.23	19.67	22.04	30.25	38.37	13.48	17.68	21.94
S01008555	16	50	1036	528	1.96	4.83	6.37	21.27	23.68	32.03	40.20	14.79	19.04	23.30
S01008556	12	31	778	346	2.25	3.98	5.53	24.54	27.44	37.13	46.11	16.34	21.38	26.19
S01008557	14	24	928	429	2.16	2.59	4.09	20.82	23.47	32.52	41.22	13.73	18.45	23.10
S01008558	9	34	912	433	2.11	3.73	4.71	21.57	24.24	33.31	41.99	14.38	19.09	23.71
S01008559	12	27	715	295	2.42	3.78	5.45	25.80	28.84	38.88	48.04	17.03	22.29	27.21
S01008560	6	27	699	295	2.37	3.86	4.72	25.59	28.69	38.90	48.17	16.67	22.05	27.08
S01008561	23	21	674	277	2.43	3.12	6.53	27.59	30.69	40.85	50.00	18.40	23.69	28.58
S01008562	6	17	675	344	1.96	2.52	3.41	25.14	28.35	38.84	48.30	15.98	21.58	26.78
S01008563	16	34	830	369	2.25	4.10	6.02	23.98	26.76	36.12	44.92	16.20	21.03	25.69
S01008564	8	15	587	315	1.86	2.56	3.92	27.97	31.39	42.33	51.92	17.77	23.64	28.94
S01008565	13	35	930	414	2.25	3.76	5.16	21.67	24.29	33.23	41.82	14.59	19.21	23.76
S01008566	16	24	1066	433	2.46	2.25	3.75	18.70	21.14	29.58	37.89	12.39	16.77	21.20
S01008567	20	22	744	289	2.57	2.96	5.65	25.32	28.29	38.15	47.22	16.83	21.96	26.82
S01008568	16	24	793	350	2.27	3.03	5.04	23.86	26.75	36.40	45.40	15.79	20.83	25.65
S01008569	2	42	640	400	1.60	6.56	6.88	28.71	31.89	42.19	51.39	19.14	24.51	29.43
S01008570	19	32	961	426	2.26	3.33	5.31	21.35	23.91	32.69	41.18	14.46	18.98	23.47
S01008571	12	23	679	323	2.10	3.39	5.15	26.40	29.54	39.81	49.09	17.27	22.68	27.70
S01008572	9	41	888	346	2.57	4.62	5.63	22.69	25.38	34.48	43.15	15.34	20.03	24.62
S01008573	13	38	892	321	2.78	4.26	5.72	22.70	25.38	34.45	43.10	15.37	20.05	24.62
S01008574	18	41	757	293	2.58	5.42	7.79	26.76	29.64	39.20	48.03	18.37	23.26	27.89
S01008575	17	36	802	335	2.39	4.49	6.61	24.95	27.77	37.22	46.04	16.95	21.81	26.47
S01008576	10	61	823	386	2.13	7.41	8.63	26.20	28.92	38.06	46.63	18.36	22.97	27.41

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008577	20	21	903	363	2.49	2.33	4.54	21.57	24.25	33.38	42.11	14.31	19.06	23.72
S01008578	20	29	806	291	2.77	3.60	6.08	24.45	27.28	36.76	45.62	16.48	21.38	26.09
S01008579	19	20	753	301	2.50	2.66	5.18	24.76	27.73	37.59	46.68	16.35	21.51	26.39
S01008580	13	37	542	261	2.08	6.83	9.23	33.33	36.68	47.27	56.38	22.48	27.94	32.76
S01008581	17	45	894	464	1.93	5.03	6.94	23.67	26.31	35.25	43.78	16.35	20.91	25.38
S01008582	13	53	1020	486	2.10	5.20	6.47	21.55	23.98	32.39	40.60	14.99	19.26	23.54
S01008583	12	63	713	352	2.03	8.84	10.52	29.81	32.70	42.21	50.89	21.01	25.76	30.21
S01008584	13	73	859	394	2.18	8.50	10.01	26.73	29.34	38.16	46.51	19.15	23.53	27.79
S01008585	5	39	598	249	2.40	6.52	7.36	30.23	33.49	43.98	53.21	20.15	25.62	30.55
S01008586	9	40	811	360	2.25	4.93	6.04	24.33	27.15	36.61	45.45	16.40	21.29	25.99
S01008587	16	186	914	316	2.89	20.35	22.10	35.86	38.03	45.44	52.53	28.61	31.79	34.88
S01008588	17	78	775	344	2.25	10.06	12.26	29.97	32.67	41.68	50.04	21.72	26.13	30.31
S01008589	9	13	390	172	2.27	3.33	5.64	37.20	41.12	52.88	62.30	23.52	29.93	35.20
S01008590	11	85	759	413	1.84	11.20	12.65	30.58	33.30	42.35	50.71	22.19	26.60	30.78
S01008591	14	123	824	327	2.52	14.93	16.63	32.65	35.13	43.46	51.28	24.78	28.65	32.36
S01008592	15	93	760	356	2.13	12.24	14.21	31.80	34.47	43.35	51.56	23.41	27.67	31.70
S01008593	13	38	780	309	2.52	4.87	6.54	25.31	28.18	37.75	46.63	17.13	22.06	26.77
S01008594	19	147	1038	428	2.43	14.16	15.99	29.34	31.50	38.98	46.31	22.84	26.29	29.75
S01008595	9	67	905	508	1.78	7.40	8.40	24.70	27.28	36.03	44.40	17.45	21.85	26.17
S01008596	12	128	852	455	1.87	15.02	16.43	32.06	34.50	42.72	50.49	24.41	28.22	31.91
S01008597	21	29	880	388	2.27	3.30	5.68	22.86	25.56	34.70	43.38	15.45	20.16	24.77
S01008598	13	292	837	329	2.54	34.89	36.44	48.50	50.37	56.68	62.61	40.66	42.66	44.56
S01008599	20	211	919	366	2.51	22.96	25.14	38.30	40.38	47.48	54.29	31.07	33.97	36.80
S01008600	22	127	847	306	2.77	14.99	17.59	33.08	35.49	43.62	51.29	25.38	29.10	32.69
S01008601	21	2088	2533	314	8.07	82.43	83.26	84.46	84.68	85.50	86.41	81.42	80.33	79.07
S01008602	6	262	650	323	2.01	40.31	41.23	54.85	56.84	63.30	69.09	45.24	47.01	48.57
S01008603	8	503	1121	544	2.06	44.87	45.58	53.68	55.01	59.66	64.26	47.50	48.49	49.45
S01008604	10	284	933	418	2.23	30.44	31.51	43.40	45.29	51.74	57.93	36.24	38.56	40.82
S01008605	7	200	702	337	2.08	28.49	29.49	44.88	47.17	54.71	61.57	35.88	38.77	41.43
S01008606	16	81	767	287	2.67	10.56	12.65	30.43	33.13	42.14	50.48	22.11	26.50	30.66
S01008607	13	17	630	283	2.23	2.70	4.76	27.36	30.64	41.23	50.66	17.69	23.32	28.46
S01008608	15	51	751	326	2.30	6.79	8.79	27.67	30.53	40.02	48.77	19.22	24.03	28.58

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008609	21	47	977	410	2.38	4.81	6.96	22.51	25.00	33.55	41.84	15.70	20.05	24.36
S01008610	21	142	848	416	2.04	16.75	19.22	34.39	36.75	44.71	52.23	26.69	30.26	33.70
S01008611	12	701	1421	592	2.40	49.33	50.18	56.22	57.25	60.93	64.72	51.17	51.71	52.23
S01008612	3	320	779	376	2.07	41.08	41.46	53.23	55.03	61.03	66.59	44.90	46.50	47.98
S01008613	16	209	798	371	2.15	26.19	28.20	42.35	44.53	51.81	58.60	34.23	37.07	39.75
S01008614	2	336	677	307	2.21	49.63	49.93	61.17	62.83	68.26	73.16	51.82	52.67	53.38
S01008615	10	385	869	331	2.63	44.30	45.45	55.49	57.07	62.38	67.42	47.85	49.00	50.07
S01008616	5	405	733	259	2.83	55.25	55.93	65.23	66.63	71.26	75.51	56.42	56.65	56.79
S01008617	8	472	829	281	2.95	56.94	57.90	65.95	67.20	71.39	75.34	57.96	57.99	57.95
S01008618	6	423	739	267	2.77	57.24	58.05	66.84	68.17	72.57	76.60	58.09	58.10	58.04
S01008619	7	233	520	203	2.56	44.81	46.15	60.89	62.91	69.26	74.68	49.51	50.88	52.00
S01008620	8	422	815	290	2.81	51.78	52.76	61.92	63.33	68.08	72.52	53.84	54.35	54.77
S01008621	3	419	770	272	2.83	54.42	54.81	63.98	65.37	70.03	74.34	55.51	55.84	56.08
S01008622	2	183	517	200	2.59	35.40	35.78	53.44	55.85	63.44	69.90	42.06	44.60	46.77
S01008623	5	369	954	343	2.78	38.68	39.20	49.57	51.22	56.88	62.34	42.51	44.14	45.72
S01008624	7	22	781	346	2.26	2.82	3.71	23.03	25.98	35.84	44.99	14.87	20.07	25.04
S01008625	15	18	573	239	2.40	3.14	5.76	29.78	33.17	43.98	53.41	19.38	25.11	30.24
S01008626	26	65	919	388	2.37	7.07	9.90	25.74	28.25	36.79	44.98	18.57	22.81	26.97
S01008627	20	29	759	256	2.96	3.82	6.46	25.65	28.57	38.26	47.21	17.29	22.30	27.06
S01008628	11	94	630	262	2.40	14.92	16.67	36.44	39.31	48.58	56.83	26.71	31.09	35.07
S01008629	8	80	571	301	1.90	14.01	15.41	37.03	40.07	49.79	58.25	26.55	31.24	35.41
S01008630	6	152	556	277	2.01	27.34	28.42	47.07	49.68	57.97	65.15	36.33	39.62	42.51
S01008631	9	121	786	453	1.74	15.39	16.54	33.20	35.75	44.27	52.19	25.03	28.99	32.77
S01008632	5	88	918	420	2.19	9.59	10.13	25.94	28.45	36.97	45.15	18.77	22.98	27.13
S01008633	21	71	952	452	2.11	7.46	9.66	25.09	27.55	35.96	44.08	18.13	22.30	26.42
S01008634	17	134	727	276	2.63	18.43	20.77	37.59	40.12	48.48	56.13	28.88	32.58	36.04
S01008635	15	162	850	362	2.35	19.06	20.82	35.66	37.97	45.77	53.13	27.97	31.39	34.69
S01008636	16	181	861	367	2.35	21.02	22.88	37.18	39.42	46.96	54.11	29.57	32.78	35.87
S01008637	9	92	710	309	2.30	12.96	14.23	32.78	35.56	44.69	53.01	23.93	28.33	32.43
S01008638	5	203	854	344	2.48	23.77	24.36	38.48	40.68	48.11	55.14	30.81	33.89	36.87
S01008639	9	157	888	430	2.07	17.68	18.69	33.39	35.71	43.55	51.02	25.99	29.52	32.95
S01008640	8	221	776	351	2.21	28.48	29.51	43.72	45.90	53.13	59.84	35.41	38.16	40.75

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
				NUMBER	AVERAG									
	FT	FT		OF	E	% FT	% FT							
	STUDENT	STUDENTS	TOTAL	HOUSEHO	HOUSEH	STUDENT	STUDENTS							
DATAZONE	S 16-17	18+	POP.	LDS	OLD SIZE	S 18+	16+	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008641	6	313	825	351	2.35	37.94	38.67	50.44	52.26	58.39	64.14	42.50	44.31	46.02
S01008642	7	217	932	433	2.15	23.28	24.03	37.23	39.33	46.49	53.36	30.10	33.07	35.98
S01008643	9	101	712	323	2.20	14.19	15.45	33.70	36.43	45.42	53.62	24.86	29.13	33.11
S01008644	3	203	771	386	2.00	26.33	26.72	41.57	43.84	51.38	58.36	33.23	36.26	39.11
S01008645	8	227	825	360	2.29	27.52	28.48	42.21	44.34	51.48	58.19	34.31	37.07	39.70
S01008646	2	147	812	453	1.79	18.10	18.35	34.23	36.68	44.89	52.58	26.26	29.99	33.56
S01008647	2	114	589	330	1.78	19.35	19.69	39.75	42.60	51.73	59.74	29.49	33.66	37.39
S01008648	1	120	610	339	1.80	19.67	19.84	39.33	42.13	51.15	59.11	29.35	33.44	37.13
S01008649	3	128	901	560	1.61	14.21	14.54	29.81	32.22	40.40	48.22	22.50	26.38	30.16
S01008650	3	141	731	470	1.56	19.29	19.70	36.68	39.23	47.68	55.43	28.00	31.80	35.36
S01008651	2	404	965	497	1.94	41.87	42.07	51.85	53.42	58.78	63.96	44.85	46.23	47.55
S01008652	1	88	567	387	1.47	15.52	15.70	37.35	40.40	50.10	58.54	26.82	31.49	35.63
S01008653	3	148	684	402	1.70	21.64	22.08	39.43	42.00	50.42	58.03	30.28	33.95	37.34
S01008654	2	206	937	585	1.60	21.99	22.20	35.66	37.80	45.11	52.13	28.56	31.68	34.74
S01008655	2	184	796	442	1.80	23.12	23.37	38.51	40.83	48.61	55.86	30.39	33.69	36.82
S01008656	4	118	644	426	1.51	18.32	18.94	37.86	40.61	49.57	57.56	28.28	32.38	36.12
S01008657	4	200	758	361	2.10	26.39	26.91	41.93	44.21	51.78	58.78	33.47	36.51	39.35
S01008658	13	364	1111	555	2.00	32.76	33.93	43.84	45.47	51.13	56.75	37.65	39.56	41.46
S01008659	2	315	825	446	1.85	38.18	38.42	50.24	52.08	58.22	64.00	42.30	44.14	45.86
S01008660	6	335	936	444	2.11	35.79	36.43	47.44	49.19	55.16	60.91	40.28	42.17	44.00
S01008661	6	416	990	437	2.27	42.02	42.63	52.11	53.63	58.87	63.96	45.26	46.57	47.83
S01008662	8	441	745	276	2.70	59.19	60.27	68.54	69.80	73.94	77.76	59.83	59.63	59.36
S01008663	4	326	846	434	1.95	38.53	39.01	50.48	52.27	58.29	63.97	42.69	44.45	46.11
S01008664	2	201	705	396	1.78	28.51	28.79	44.28	46.60	54.20	61.12	35.32	38.27	40.99
S01008665	13	427	1186	524	2.26	36.00	37.10	46.02	47.50	52.69	57.90	40.16	41.75	43.35
S01008666	2	557	994	311	3.20	56.04	56.24	63.45	64.61	68.59	72.47	56.57	56.73	56.84
S01008667	10	496	984	308	3.19	50.41	51.42	59.49	60.79	65.24	69.55	52.57	53.15	53.66
S01008668	1	305	620	280	2.21	49.19	49.35	61.52	63.27	68.94	73.96	51.52	52.46	53.24
S01008669	2	401	578	173	3.34	69.38	69.72	77.39	78.47	81.94	84.97	66.75	65.50	64.27
S01008670	4	594	879	260	3.38	67.58	68.03	73.86	74.78	77.87	80.82	66.20	65.32	64.38
S01008671	6	473	751	331	2.27	62.98	63.78	71.28	72.41	76.18	79.66	62.61	62.06	61.46
S01008672	5	330	686	341	2.01	48.10	48.83	60.20	61.89	67.41	72.41	50.96	51.91	52.73

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008673	2	483	1064	649	1.64	45.39	45.58	54.05	55.43	60.21	64.91	47.59	48.61	49.59
S01008674	3	537	955	413	2.31	56.23	56.54	63.94	65.13	69.17	73.07	56.83	56.98	57.05
S01008675	1	175	732	476	1.54	23.91	24.04	40.09	42.50	50.49	57.81	31.40	34.77	37.91
S01008676	3	255	779	338	2.30	32.73	33.12	46.56	48.62	55.47	61.83	38.27	40.66	42.91
S01008677	1	290	821	420	1.95	35.32	35.44	47.89	49.81	56.27	62.33	39.92	42.04	44.04
S01008678	5	789	1200	393	3.05	65.75	66.17	70.92	71.71	74.48	77.27	65.02	64.43	63.75
S01008679	10	589	1164	546	2.13	50.60	51.46	58.46	59.61	63.67	67.71	52.45	52.97	53.45
S01008680	16	285	631	326	1.94	45.17	47.70	60.10	61.89	67.71	72.88	50.24	51.35	52.29
S01008681	5	454	971	540	1.80	46.76	47.27	56.13	57.55	62.41	67.12	49.15	50.08	50.95
S01008682	7	243	783	431	1.82	31.03	31.93	45.56	47.64	54.60	61.07	37.30	39.80	42.16
S01008683	12	666	1511	576	2.62	44.08	44.87	51.20	52.29	56.20	60.28	46.44	47.29	48.16
S01008684	7	212	994	532	1.87	21.33	22.03	34.87	36.94	44.04	50.95	28.12	31.15	34.16
S01008685	7	342	1025	489	2.10	33.37	34.05	44.64	46.35	52.26	58.04	38.01	40.00	41.96
S01008686	6	106	963	585	1.65	11.01	11.63	26.57	28.96	37.15	45.06	19.67	23.65	27.59
S01008687	1	114	648	419	1.55	17.59	17.75	36.85	39.64	48.70	56.81	27.33	31.54	35.39
S01008688	6	90	896	457	1.96	10.04	10.71	26.74	29.27	37.84	46.02	19.42	23.64	27.77
S01008689	2	87	860	548	1.57	10.12	10.35	26.99	29.59	38.37	46.68	19.42	23.77	27.99
S01008690	3	107	990	598	1.66	10.81	11.11	25.80	28.16	36.28	44.16	19.06	23.02	26.96
S01008691	1	98	1050	678	1.55	9.33	9.43	23.68	25.99	34.00	41.87	17.27	21.23	25.21
S01008692	4	68	685	391	1.75	9.93	10.51	30.42	33.37	43.03	51.77	21.33	26.18	30.67
S01008693	6	15	487	224	2.17	3.08	4.31	31.77	35.46	46.92	56.57	20.06	26.28	31.65
S01008694	15	86	1000	537	1.86	8.60	10.10	24.83	27.21	35.37	43.32	18.15	22.17	26.18
S01008695	8	53	703	338	2.08	7.54	8.68	28.59	31.56	41.32	50.19	19.69	24.66	29.30
S01008696	20	18	675	285	2.37	2.67	5.63	26.87	30.00	40.24	49.48	17.69	23.07	28.05
S01008697	23	45	1059	453	2.34	4.25	6.42	21.04	23.42	31.66	39.76	14.68	18.87	23.08
S01008698	10	23	492	209	2.35	4.67	6.71	33.28	36.86	48.02	57.42	21.65	27.57	32.70
S01008699	15	28	909	470	1.93	3.08	4.73	21.63	24.30	33.38	42.07	14.41	19.13	23.76
S01008700	16	27	569	248	2.29	4.75	7.56	31.24	34.58	45.21	54.46	20.78	26.33	31.28
S01008701	4	17	396	200	1.98	4.29	5.30	36.66	40.57	52.35	61.81	23.12	29.55	34.85
S01008702	8	85	584	312	1.87	14.55	15.92	37.05	40.05	49.64	58.03	26.75	31.34	35.45
S01008703	18	67	972	456	2.13	6.89	8.74	24.06	26.51	34.92	43.07	17.22	21.42	25.59
S01008704	13	21	709	307	2.31	2.96	4.80	25.41	28.50	38.64	47.88	16.59	21.93	26.94

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT STUDENT	FT STUDENTS	TOTAL POP.	NUMBER OF HOUSEHOLDS	AVERAGE HOUSEHOLD SIZE	% FT STUDENT	% FT STUDENTS							
DATAZONE	S 16-17	18+		LDS	OLD	S 18+	16+	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008705	3	31	500	236	2.12	6.20	6.80	33.05	36.60	47.70	57.09	21.54	27.43	32.54
S01008706	8	28	577	243	2.37	4.85	6.24	30.01	33.37	44.11	53.48	19.67	25.33	30.41
S01008707	5	47	862	387	2.23	5.45	6.03	23.44	26.16	35.36	44.06	15.90	20.63	25.24
S01008708	13	40	928	452	2.05	4.31	5.71	22.15	24.76	33.66	42.21	15.06	19.64	24.15
S01008709	15	19	763	299	2.55	2.49	4.46	23.98	26.95	36.83	45.96	15.66	20.86	25.79
S01008710	9	34	494	208	2.38	6.88	8.70	34.64	38.13	49.04	58.24	23.02	28.71	33.63
S01008711	11	24	706	353	2.00	3.40	4.96	25.61	28.69	38.83	48.07	16.76	22.09	27.09
S01008712	10	39	1143	499	2.29	3.41	4.29	18.30	20.61	28.68	36.73	12.35	16.51	20.75
S01008713	13	14	635	292	2.17	2.20	4.25	26.84	30.11	40.74	50.20	17.22	22.89	28.07
S01008714	8	11	568	297	1.91	1.94	3.35	28.14	31.63	42.75	52.43	17.69	23.70	29.08
S01008715	21	17	763	367	2.08	2.23	4.98	24.40	27.35	37.18	46.26	16.08	21.22	26.10
S01008716	7	13	545	295	1.85	2.39	3.67	29.15	32.69	43.91	53.58	18.36	24.43	29.81
S01008717	9	15	440	181	2.43	3.41	5.45	34.59	38.37	49.94	59.45	22.00	28.26	33.54
S01008718	9	14	510	222	2.30	2.75	4.51	31.02	34.63	45.95	55.57	19.69	25.80	31.13
S01008719	16	35	1003	420	2.39	3.49	5.08	20.60	23.10	31.71	40.09	13.95	18.39	22.81
S01008720	8	30	508	243	2.09	5.91	7.48	33.24	36.74	47.72	57.04	21.86	27.64	32.68
S01008721	19	27	809	310	2.61	3.34	5.69	24.08	26.92	36.42	45.30	16.14	21.07	25.80
S01008722	20	35	1058	480	2.20	3.31	5.20	20.02	22.43	30.78	38.99	13.66	17.95	22.26
S01008723	26	61	677	257	2.63	9.01	12.85	32.42	35.31	44.76	53.29	23.23	27.87	32.15
S01008724	16	29	968	400	2.42	3.00	4.65	20.70	23.28	32.08	40.60	13.86	18.42	22.95
S01008725	16	25	752	343	2.19	3.32	5.45	25.00	27.96	37.80	46.86	16.58	21.71	26.57
S01008726	11	22	579	241	2.40	3.80	5.70	29.55	32.92	43.71	53.13	19.23	24.95	30.07
S01008727	20	46	1102	454	2.43	4.17	5.99	20.18	22.51	30.61	38.63	14.04	18.16	22.34
S01008728	12	11	552	229	2.41	1.99	4.17	29.28	32.78	43.90	53.51	18.59	24.58	29.90
S01008729	21	22	740	277	2.67	2.97	5.81	25.53	28.51	38.37	47.44	17.00	22.14	26.99
S01008730	12	37	801	411	1.95	4.62	6.12	24.57	27.41	36.91	45.78	16.57	21.48	26.19
S01008731	7	11	430	226	1.90	2.56	4.19	34.19	38.05	49.82	59.45	21.39	27.84	33.26
S01008732	8	22	610	340	1.79	3.61	4.92	28.04	31.36	42.06	51.51	18.13	23.81	28.97
S01008733	4	28	793	473	1.68	3.53	4.04	23.05	25.97	35.73	44.82	14.99	20.12	25.04
S01008734	10	19	564	266	2.12	3.37	5.14	29.61	33.04	43.98	53.48	19.08	24.92	30.12
S01008735	26	36	996	385	2.59	3.61	6.22	21.64	24.13	32.66	40.96	14.95	19.31	23.65
S01008736	25	28	738	290	2.54	3.79	7.18	26.66	29.60	39.33	48.26	18.10	23.11	27.84

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008737	14	33	801	339	2.36	4.12	5.87	24.37	27.22	36.74	45.64	16.37	21.30	26.03
S01008738	15	24	782	299	2.62	3.07	4.99	24.03	26.94	36.66	45.69	15.87	20.95	25.80
S01008739	17	25	559	240	2.33	4.47	7.51	31.52	34.89	45.58	54.85	20.92	26.51	31.48
S01008740	15	19	553	227	2.44	3.44	6.15	30.71	34.14	45.02	54.43	20.03	25.79	30.91
S01008741	17	37	953	395	2.41	3.88	5.67	21.76	24.33	33.11	41.59	14.82	19.33	23.80
S01008742	4	17	484	280	1.73	3.51	4.34	31.91	35.61	47.09	56.73	20.15	26.37	31.75
S01008743	12	35	926	485	1.91	3.78	5.08	21.66	24.29	33.26	41.87	14.55	19.19	23.76
S01008744	26	33	1058	519	2.04	3.12	5.58	20.33	22.74	31.06	39.23	13.98	18.23	22.52
S01008745	13	16	466	241	1.93	3.43	6.22	33.99	37.66	49.01	58.46	21.89	27.97	33.16
S01008746	12	76	1062	572	1.86	7.16	8.29	22.58	24.90	32.97	40.90	16.23	20.26	24.31
S01008747	8	22	501	234	2.14	4.39	5.99	32.42	36.01	47.20	56.67	20.94	26.91	32.11
S01008748	12	13	667	283	2.36	1.95	3.75	25.61	28.82	39.32	48.76	16.36	21.96	27.13
S01008749	19	30	983	402	2.45	3.05	4.98	20.78	23.32	32.02	40.47	14.02	18.51	22.98
S01008750	14	20	704	313	2.25	2.84	4.83	25.56	28.65	38.81	48.06	16.69	22.04	27.05
S01008751	10	22	622	304	2.05	3.54	5.14	27.87	31.16	41.76	51.16	18.10	23.72	28.84
S01008752	5	33	787	459	1.71	4.19	4.83	23.80	26.71	36.42	45.45	15.69	20.77	25.62
S01008753	5	14	536	314	1.71	2.61	3.54	29.37	32.94	44.23	53.92	18.45	24.57	29.97
S01008754	5	29	590	362	1.63	4.92	5.76	29.26	32.61	43.32	52.72	19.09	24.76	29.86
S01008755	13	39	941	541	1.74	4.14	5.53	21.81	24.40	33.26	41.78	14.80	19.36	23.86
S01008756	3	39	708	418	1.69	5.51	5.93	26.33	29.37	39.40	48.53	17.49	22.72	27.62
S01008757	7	7	638	397	1.61	1.10	2.19	25.18	28.52	39.36	49.02	15.61	21.48	26.86
S01008758	12	32	823	444	1.85	3.89	5.35	23.55	26.37	35.83	44.71	15.72	20.64	25.38
S01008759	6	17	564	322	1.75	3.01	4.08	28.82	32.29	43.35	52.96	18.30	24.25	29.56
S01008760	22	24	949	500	1.90	2.53	4.85	21.14	23.73	32.61	41.17	14.17	18.77	23.31
S01008761	16	42	738	295	2.50	5.69	7.86	27.19	30.11	39.77	48.64	18.64	23.58	28.24
S01008762	10	22	608	301	2.02	3.62	5.26	28.36	31.67	42.34	51.76	18.42	24.07	29.20
S01008763	6	17	925	433	2.14	1.84	2.49	19.54	22.24	31.46	40.30	12.43	17.30	22.10
S01008764	12	31	714	306	2.33	4.34	6.02	26.26	29.29	39.28	48.38	17.49	22.69	27.56
S01008765	9	34	852	393	2.17	3.99	5.05	22.81	25.57	34.92	43.74	15.19	20.05	24.76
S01008766	19	34	1057	413	2.56	3.22	5.01	19.87	22.29	30.66	38.89	13.51	17.82	22.15
S01008767	16	25	542	266	2.04	4.61	7.56	32.11	35.52	46.30	55.59	21.27	26.91	31.90
S01008768	8	19	537	256	2.10	3.54	5.03	30.42	33.94	45.04	54.59	19.51	25.46	30.71

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS							
				LDS	OLD SIZE	S 18+	16+	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008769	3	41	666	380	1.75	6.16	6.61	27.84	30.97	41.15	50.32	18.57	23.88	28.78
S01008770	3	75	855	431	1.98	8.77	9.12	26.07	28.72	37.64	46.08	18.47	22.94	27.28
S01008771	1	50	779	411	1.90	6.42	6.55	25.33	28.21	37.78	46.67	17.14	22.08	26.79
S01008772	8	32	785	395	1.99	4.08	5.10	24.06	26.96	36.65	45.66	15.92	20.98	25.81
S01008773	14	36	1025	596	1.72	3.51	4.88	20.15	22.62	31.14	39.48	13.62	18.01	22.42
S01008774	13	47	901	495	1.82	5.22	6.66	23.34	25.97	34.91	43.44	16.06	20.63	25.11
S01008775	7	21	477	218	2.19	4.40	5.87	33.28	36.94	48.27	57.76	21.39	27.46	32.69
S01008776	6	55	863	467	1.85	6.37	7.07	24.27	26.96	36.04	44.65	16.73	21.37	25.88
S01008777	6	47	1014	637	1.59	4.64	5.23	20.58	23.06	31.60	39.94	13.99	18.38	22.78
S01008778	6	79	1086	664	1.64	7.27	7.83	21.92	24.22	32.23	40.13	15.70	19.70	23.76
S01008779	3	52	718	402	1.79	7.24	7.66	27.46	30.43	40.22	49.16	18.72	23.74	28.45
S01008780	4	50	583	329	1.77	8.58	9.26	32.09	35.33	45.69	54.75	21.81	27.12	31.89
S01008781	3	51	891	530	1.68	5.72	6.06	23.00	25.67	34.71	43.33	15.66	20.31	24.86
S01008782	3	47	792	400	1.98	5.93	6.31	24.90	27.75	37.28	46.15	16.82	21.74	26.45
S01008783	0	14	417	236	1.77	3.36	3.36	34.26	38.19	50.12	59.82	21.20	27.79	33.30
S01008784	3	19	442	268	1.65	4.30	4.98	34.17	37.96	49.58	59.14	21.62	27.93	33.26
S01008785	1	59	867	485	1.79	6.81	6.92	24.08	26.77	35.85	44.46	16.57	21.21	25.73
S01008786	3	56	925	540	1.71	6.05	6.38	22.75	25.34	34.19	42.69	15.63	20.16	24.62
S01008787	5	21	374	200	1.87	5.61	6.95	38.95	42.86	54.51	63.75	24.87	31.17	36.29
S01008788	3	35	690	376	1.84	5.07	5.51	26.41	29.51	39.69	48.90	17.40	22.73	27.70
S01008789	13	21	654	375	1.74	3.21	5.20	27.06	30.26	40.67	50.00	17.66	23.15	28.21
S01008790	5	76	638	353	1.81	11.91	12.70	33.21	36.20	45.87	54.49	23.60	28.37	32.72
S01008791	13	85	877	421	2.08	9.69	11.17	27.40	29.95	38.56	46.75	19.94	24.17	28.29
S01008792	5	45	782	415	1.88	5.75	6.39	25.15	28.02	37.60	46.49	16.99	21.93	26.65
S01008793	3	40	427	266	1.61	9.37	10.07	38.36	41.99	53.06	62.09	25.48	31.23	36.05
S01008794	7	34	865	492	1.76	3.93	4.74	22.34	25.09	34.39	43.21	14.82	19.67	24.38
S01008795	6	108	1122	618	1.82	9.63	10.16	23.52	25.72	33.38	40.98	17.46	21.21	25.02
S01008796	6	86	1117	622	1.80	7.70	8.24	21.93	24.19	32.03	39.81	15.86	19.77	23.74
S01008797	6	101	947	579	1.64	10.67	11.30	26.51	28.93	37.22	45.21	19.51	23.56	27.55
S01008798	3	66	787	502	1.57	8.39	8.77	26.96	29.75	39.05	47.71	18.83	23.53	28.02
S01008799	4	83	665	322	2.07	12.48	13.08	32.87	35.78	45.27	53.80	23.56	28.20	32.48
S01008800	3	92	1035	651	1.59	8.89	9.18	23.64	25.98	34.08	42.01	17.15	21.17	25.19

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008801	5	106	936	582	1.61	11.32	11.86	27.12	29.55	37.83	45.80	20.05	24.08	28.04
S01008802	9	114	958	614	1.56	11.90	12.84	27.64	30.01	38.10	45.92	20.71	24.59	28.43
S01008803	12	78	952	575	1.66	8.19	9.45	24.91	27.38	35.82	43.95	17.95	22.14	26.29
S01008804	3	77	652	332	1.96	11.81	12.27	32.55	35.51	45.16	53.80	23.09	27.86	32.24
S01008805	6	148	623	334	1.87	23.76	24.72	42.74	45.34	53.75	61.21	32.89	36.43	39.63
S01008806	2	139	1019	558	1.83	13.64	13.84	27.74	29.98	37.73	45.30	21.15	24.82	28.48
S01008807	9	67	792	490	1.62	8.46	9.60	27.53	30.28	39.48	48.04	19.44	24.05	28.45
S01008808	5	57	663	391	1.70	8.60	9.35	30.03	33.07	42.98	51.88	20.72	25.75	30.39
S01008809	3	96	642	324	1.98	14.95	15.42	35.20	38.08	47.43	55.78	25.62	30.09	34.18
S01008810	0	101	733	383	1.91	13.78	13.78	31.97	34.71	43.77	52.08	23.34	27.72	31.83
S01008811	5	161	844	389	2.17	19.08	19.67	34.81	37.16	45.10	52.59	27.08	30.62	34.03
S01008812	3	85	471	260	1.81	18.05	18.68	42.58	45.75	55.57	63.77	30.51	35.11	39.04
S01008813	14	73	970	508	1.91	7.53	8.97	24.27	26.72	35.12	43.25	17.42	21.61	25.76
S01008814	7	95	842	403	2.09	11.28	12.11	28.71	31.29	39.98	48.18	21.00	25.23	29.32
S01008815	3	95	908	557	1.63	10.46	10.79	26.63	29.13	37.64	45.78	19.39	23.57	27.67
S01008816	4	26	523	321	1.63	4.97	5.74	31.43	34.96	46.06	55.55	20.30	26.22	31.42
S01008817	5	35	764	425	1.80	4.58	5.24	24.58	27.53	37.32	46.37	16.27	21.38	26.24
S01008818	13	31	775	371	2.09	4.00	5.68	24.72	27.62	37.31	46.29	16.50	21.53	26.33
S01008819	7	25	756	368	2.05	3.31	4.23	23.95	26.94	36.88	46.05	15.57	20.81	25.77
S01008820	10	52	1119	616	1.82	4.65	5.54	19.62	21.94	30.00	38.01	13.56	17.68	21.86
S01008821	19	29	712	271	2.63	4.07	6.74	26.87	29.88	39.80	48.84	18.07	23.21	28.02
S01008822	18	26	734	286	2.57	3.54	5.99	25.81	28.79	38.67	47.73	17.22	22.36	27.20
S01008823	11	19	675	269	2.51	2.81	4.44	25.95	29.12	39.49	48.85	16.78	22.28	27.37
S01008824	15	22	961	510	1.88	2.29	3.85	20.14	22.74	31.66	40.27	13.25	17.90	22.51
S01008825	7	12	619	296	2.09	1.94	3.07	26.38	29.74	40.59	50.21	16.59	22.43	27.76
S01008826	10	21	664	378	1.76	3.16	4.67	26.40	29.59	40.00	49.36	17.11	22.62	27.72
S01008827	24	11	732	273	2.68	1.50	4.78	24.89	27.92	37.93	47.12	16.29	21.56	26.52
S01008828	12	39	884	439	2.01	4.41	5.77	22.87	25.56	34.67	43.33	15.48	20.18	24.77
S01008829	15	44	715	297	2.41	6.15	8.25	27.99	30.95	40.69	49.58	19.21	24.19	28.85
S01008830	11	30	692	334	2.07	4.34	5.92	26.69	29.77	39.89	49.06	17.69	22.98	27.90
S01008831	19	30	774	359	2.16	3.88	6.33	25.26	28.15	37.77	46.69	17.03	22.00	26.74
S01008832	18	29	755	350	2.16	3.84	6.23	25.55	28.48	38.22	47.20	17.15	22.20	26.98

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008833	14	67	989	526	1.88	6.77	8.19	23.38	25.82	34.20	42.35	16.64	20.85	25.03
S01008834	23	44	1130	519	2.18	3.89	5.93	19.83	22.12	30.11	38.05	13.82	17.88	22.02
S01008835	9	31	813	407	2.00	3.81	4.92	23.39	26.24	35.80	44.75	15.48	20.47	25.27
S01008836	6	44	675	413	1.63	6.52	7.41	28.24	31.32	41.37	50.44	19.06	24.26	29.07
S01008837	3	63	1015	630	1.61	6.21	6.50	21.64	24.08	32.50	40.72	15.05	19.33	23.62
S01008838	9	73	1009	606	1.67	7.23	8.13	23.07	25.48	33.79	41.88	16.45	20.61	24.77
S01008839	12	80	1027	549	1.87	7.79	8.96	23.55	25.91	34.06	42.03	17.02	21.07	25.13
S01008840	12	122	1074	510	2.11	11.36	12.48	25.98	28.19	35.84	43.37	19.69	23.35	27.04
S01008841	7	39	568	291	1.95	6.87	8.10	31.68	34.99	45.57	54.77	21.20	26.69	31.59
S01008842	4	123	882	433	2.04	13.95	14.40	29.96	32.41	40.69	48.57	22.53	26.46	30.28
S01008843	2	195	991	464	2.14	19.68	19.88	33.11	35.24	42.55	49.65	26.34	29.56	32.75
S01008844	2	91	695	355	1.96	13.09	13.38	32.44	35.27	44.57	53.01	23.44	27.96	32.17
S01008845	4	243	853	420	2.03	28.49	28.96	42.23	44.30	51.29	57.89	34.54	37.21	39.76
S01008846	9	165	821	386	2.13	20.10	21.19	36.38	38.73	46.62	54.02	28.47	31.92	35.22
S01008847	1	145	585	263	2.22	24.79	24.96	43.79	46.46	55.02	62.51	33.46	37.07	40.28
S01008848	9	158	772	384	2.01	20.47	21.63	37.50	39.92	47.98	55.45	29.19	32.70	36.02
S01008849	3	126	727	396	1.84	17.33	17.74	35.21	37.84	46.51	54.46	26.51	30.51	34.25
S01008850	13	164	818	401	2.04	20.05	21.64	36.79	39.13	46.98	54.34	28.85	32.26	35.53
S01008851	10	105	1022	634	1.61	10.27	11.25	25.53	27.84	35.81	43.59	18.97	22.84	26.72
S01008852	8	125	1002	503	1.99	12.48	13.27	27.46	29.75	37.62	45.28	20.78	24.53	28.27
S01008853	3	113	680	352	1.93	16.62	17.06	35.62	38.36	47.34	55.45	26.45	30.64	34.51
S01008854	8	185	910	483	1.88	20.33	21.21	35.17	37.38	44.89	52.07	27.90	31.16	34.35
S01008855	8	110	1060	620	1.71	10.38	11.13	25.00	27.26	35.08	42.77	18.64	22.44	26.26
S01008856	3	62	562	296	1.90	11.03	11.57	34.43	37.64	47.85	56.71	23.85	28.99	33.55
S01008857	4	55	764	434	1.76	7.20	7.72	26.56	29.43	38.96	47.78	18.24	23.11	27.74
S01008858	10	27	552	328	1.68	4.89	6.70	31.15	34.56	45.39	54.75	20.45	26.16	31.22
S01008859	6	70	1113	712	1.56	6.29	6.83	20.78	23.07	31.05	38.96	14.69	18.72	22.81
S01008860	8	79	882	500	1.76	8.96	9.86	26.25	28.83	37.55	45.84	18.84	23.17	27.40
S01008861	18	41	765	349	2.19	5.36	7.71	26.53	29.40	38.93	47.74	18.22	23.09	27.72
S01008862	2	67	877	561	1.56	7.64	7.87	24.70	27.34	36.28	44.77	17.25	21.78	26.19
S01008863	7	31	733	392	1.87	4.23	5.18	25.19	28.20	38.17	47.31	16.60	21.82	26.74
S01008864	192	100	1166	410	2.84	8.58	25.04	35.83	37.62	43.87	50.11	29.92	32.45	35.01

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008865	13	49	850	455	1.87	5.76	7.29	24.67	27.37	36.50	45.13	17.03	21.69	26.20
S01008866	5	32	798	467	1.71	4.01	4.64	23.44	26.33	36.00	45.01	15.42	20.48	25.33
S01008867	10	17	800	421	1.90	2.13	3.38	22.39	25.31	35.10	44.23	14.39	19.56	24.52
S01008868	5	148	771	391	1.97	19.20	19.84	36.09	38.57	46.82	54.46	27.78	31.46	34.95
S01008869	4	83	998	615	1.62	8.32	8.72	23.70	26.12	34.41	42.49	17.01	21.16	25.28
S01008870	2	34	780	426	1.83	4.36	4.62	23.77	26.70	36.46	45.53	15.60	20.72	25.60
S01008871	19	191	1079	503	2.15	17.70	19.46	31.84	33.87	40.88	47.81	25.55	28.64	31.76
S01008872	8	178	853	401	2.13	20.87	21.81	36.42	38.69	46.38	53.65	28.75	32.07	35.27
S01008873	12	32	692	334	2.07	4.62	6.36	27.03	30.10	40.17	49.30	18.03	23.27	28.15
S01008874	8	67	848	514	1.65	7.90	8.84	25.96	28.62	37.61	46.09	18.30	22.82	27.20
S01008875	6	72	820	502	1.63	8.78	9.51	26.97	29.67	38.73	47.23	19.10	23.64	28.00
S01008876	17	19	587	291	2.02	3.24	6.13	29.63	32.97	43.66	53.03	19.42	25.05	30.13
S01008877	18	16	548	243	2.26	2.92	6.20	30.91	34.36	45.26	54.67	20.16	25.93	31.05
S01008878	12	28	907	459	1.98	3.09	4.41	21.40	24.08	33.20	41.93	14.17	18.92	23.58
S01008879	9	21	817	411	1.99	2.57	3.67	22.31	25.19	34.85	43.91	14.44	19.53	24.43
S01008880	12	25	626	291	2.15	3.99	5.91	28.35	31.59	42.08	51.40	18.62	24.14	29.18
S01008881	7	16	581	264	2.20	2.75	3.96	28.19	31.62	42.59	52.19	17.90	23.80	29.10
S01008882	55	41	1075	401	2.68	3.81	8.93	22.97	25.27	33.22	41.06	16.69	20.64	24.62
S01008883	26	23	965	362	2.67	2.38	5.08	21.10	23.67	32.45	40.94	14.24	18.77	23.27
S01008884	26	19	706	316	2.23	2.69	6.37	26.72	29.76	39.74	48.84	17.86	23.05	27.91
S01008885	33	19	888	345	2.57	2.14	5.86	22.88	25.56	34.64	43.28	15.52	20.20	24.77
S01008886	31	48	843	425	1.98	5.69	9.37	26.47	29.13	38.09	46.54	18.77	23.26	27.60
S01008887	26	25	770	358	2.15	3.25	6.62	25.57	28.46	38.07	46.98	17.30	22.26	26.98
S01008888	5	39	592	373	1.59	6.59	7.43	30.46	33.74	44.25	53.48	20.30	25.78	30.72
S01008889	8	16	542	267	2.03	2.95	4.43	29.81	33.33	44.48	54.08	18.98	24.97	30.28
S01008890	22	20	717	308	2.33	2.79	5.86	26.07	29.10	39.08	48.20	17.32	22.53	27.41
S01008891	19	17	763	329	2.32	2.23	4.72	24.19	27.15	37.00	46.11	15.87	21.04	25.95
S01008892	10	36	971	533	1.82	3.71	4.74	20.74	23.30	32.09	40.59	13.91	18.45	22.97
S01008893	22	24	910	353	2.58	2.64	5.05	21.88	24.54	33.59	42.25	14.67	19.36	23.96
S01008894	20	29	868	337	2.58	3.34	5.65	23.03	25.75	34.95	43.67	15.53	20.28	24.91
S01008895	13	18	800	301	2.66	2.25	3.88	22.79	25.70	35.43	44.52	14.79	19.91	24.83
S01008896	15	12	566	208	2.72	2.12	4.77	29.27	32.71	43.68	53.21	18.77	24.64	29.88

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008897	10	14	689	304	2.27	2.03	3.48	24.86	28.03	38.43	47.84	15.84	21.39	26.55
S01008898	25	28	870	331	2.63	3.22	6.09	23.36	26.06	35.21	43.89	15.87	20.58	25.16
S01008899	18	30	843	389	2.17	3.56	5.69	23.48	26.25	35.58	44.37	15.80	20.63	25.30
S01008900	18	32	948	415	2.28	3.38	5.27	21.50	24.09	32.94	41.46	14.53	19.10	23.61
S01008901	16	24	846	374	2.26	2.84	4.73	22.65	25.44	34.84	43.72	15.00	19.90	24.65
S01008902	20	36	1019	485	2.10	3.53	5.50	20.74	23.21	31.70	40.00	14.18	18.54	22.90
S01008903	11	23	962	463	2.08	2.39	3.53	19.86	22.47	31.41	40.05	12.98	17.66	22.29
S01008904	16	111	1073	431	2.49	10.34	11.84	25.45	27.68	35.38	42.98	19.15	22.87	26.62
S01008905	21	73	1116	510	2.19	6.54	8.42	22.10	24.35	32.18	39.95	16.02	19.92	23.87
S01008906	13	57	813	386	2.11	7.01	8.61	26.36	29.10	38.29	46.89	18.44	23.08	27.54
S01008907	20	30	692	249	2.78	4.34	7.23	27.70	30.74	40.72	49.77	18.70	23.86	28.65
S01008908	14	45	929	421	2.21	4.84	6.35	22.67	25.26	34.09	42.57	15.58	20.09	24.55
S01008909	22	17	797	347	2.30	2.13	4.89	23.67	26.55	36.20	45.19	15.63	20.67	25.50
S01008910	9	21	476	211	2.26	4.41	6.30	33.63	37.27	48.56	58.00	21.71	27.74	32.93
S01008911	5	54	918	432	2.13	5.88	6.43	22.89	25.50	34.38	42.89	15.73	20.27	24.74
S01008912	12	20	792	333	2.38	2.53	4.04	23.08	26.00	35.76	44.85	15.01	20.14	25.06
S01008913	14	28	684	272	2.51	4.09	6.14	27.05	30.14	40.28	49.45	17.97	23.26	28.17
S01008914	14	30	868	398	2.18	3.46	5.07	22.56	25.29	34.55	43.33	15.06	19.87	24.54
S01008915	17	28	569	236	2.41	4.92	7.91	31.50	34.83	45.42	54.63	21.04	26.55	31.47
S01008916	10	32	1094	593	1.84	2.93	3.84	18.45	20.84	29.16	37.38	12.28	16.59	20.95
S01008917	9	22	690	379	1.82	3.19	4.49	25.62	28.76	39.04	48.35	16.61	22.05	27.11
S01008918	8	27	584	293	1.99	4.62	5.99	29.62	32.97	43.69	53.08	19.36	25.03	30.12
S01008919	7	29	544	264	2.06	5.33	6.62	31.35	34.79	45.67	55.04	20.54	26.28	31.36
S01008920	6	84	1075	586	1.83	7.81	8.37	22.50	24.81	32.81	40.70	16.22	20.21	24.24
S01008921	14	22	755	375	2.01	2.91	4.77	24.40	27.37	37.26	46.38	16.00	21.19	26.11
S01008922	11	26	785	400	1.96	3.31	4.71	23.75	26.67	36.39	45.44	15.62	20.71	25.58
S01008923	8	26	749	394	1.90	3.47	4.54	24.34	27.34	37.28	46.44	15.89	21.13	26.08
S01008924	17	54	982	372	2.64	5.50	7.23	22.67	25.14	33.65	41.90	15.89	20.20	24.48
S01008925	9	34	691	266	2.60	4.92	6.22	26.94	30.02	40.11	49.26	17.94	23.20	28.09
S01008926	9	14	607	242	2.51	2.31	3.79	27.27	30.64	41.48	51.05	17.33	23.14	28.42
S01008927	6	48	799	416	1.92	6.01	6.76	25.13	27.95	37.39	46.21	17.10	21.96	26.61
S01008928	10	81	709	298	2.38	11.42	12.83	31.71	34.53	43.82	52.28	22.86	27.39	31.63

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008929	16	31	762	475	1.60	4.07	6.17	25.37	28.28	37.99	46.96	17.03	22.06	26.84
S01008930	16	31	913	427	2.14	3.40	5.15	21.91	24.56	33.59	42.23	14.72	19.39	23.98
S01008931	16	29	776	339	2.29	3.74	5.80	24.79	27.70	37.36	46.33	16.58	21.60	26.39
S01008932	18	47	885	404	2.19	5.31	7.34	24.14	26.79	35.74	44.26	16.76	21.31	25.76
S01008933	14	30	686	289	2.37	4.37	6.41	27.21	30.29	40.39	49.53	18.15	23.41	28.30
S01008934	11	36	792	354	2.24	4.55	5.93	24.60	27.46	37.02	45.94	16.52	21.47	26.21
S01008935	19	27	893	377	2.37	3.02	5.15	22.22	24.91	34.03	42.73	14.90	19.63	24.25
S01008936	11	6	397	157	2.53	1.51	4.28	35.92	39.87	51.78	61.34	22.41	28.96	34.37
S01008937	17	23	831	424	1.96	2.77	4.81	22.98	25.80	35.27	44.18	15.21	20.15	24.93
S01008938	27	19	750	285	2.63	2.53	6.13	25.58	28.53	38.30	47.31	17.14	22.21	27.01
S01008939	29	31	781	323	2.42	3.97	7.68	26.20	29.04	38.48	47.26	18.02	22.85	27.45
S01008940	16	14	636	255	2.49	2.20	4.72	27.16	30.42	40.99	50.41	17.56	23.17	28.31
S01008941	12	19	881	350	2.52	2.16	3.52	21.08	23.84	33.18	42.06	13.68	18.59	23.38
S01008942	26	15	727	333	2.18	2.06	5.64	25.68	28.69	38.64	47.75	17.03	22.22	27.11
S01008943	22	26	884	340	2.60	2.94	5.43	22.59	25.29	34.43	43.13	15.21	19.93	24.55
S01008944	23	28	1013	429	2.36	2.76	5.03	20.43	22.92	31.48	39.84	13.84	18.25	22.66
S01008945	19	16	782	299	2.62	2.05	4.48	23.62	26.55	36.32	45.39	15.46	20.59	25.49
S01008946	22	21	912	397	2.30	2.30	4.71	21.57	24.24	33.31	41.99	14.38	19.09	23.71
S01008947	28	30	1063	449	2.37	2.82	5.46	20.17	22.57	30.88	39.05	13.84	18.10	22.39
S01008948	10	32	704	285	2.47	4.55	5.97	26.44	29.50	39.54	48.68	17.57	22.81	27.71
S01008949	25	24	924	393	2.35	2.60	5.30	21.88	24.50	33.46	42.05	14.76	19.38	23.93
S01008950	25	34	935	420	2.23	3.64	6.31	22.55	25.13	33.94	42.41	15.49	20.00	24.44
S01008951	13	24	822	435	1.89	2.92	4.50	22.89	25.73	35.28	44.25	15.05	20.05	24.87
S01008952	7	21	803	421	1.91	2.62	3.49	22.42	25.34	35.09	44.20	14.44	19.60	24.54
S01008953	16	22	903	424	2.13	2.44	4.21	21.29	23.99	33.15	41.91	14.04	18.82	23.51
S01008954	10	27	880	434	2.03	3.07	4.20	21.65	24.39	33.67	42.50	14.25	19.09	23.83
S01008955	17	23	637	282	2.26	3.61	6.28	28.33	31.54	41.93	51.19	18.74	24.18	29.16
S01008956	18	28	878	406	2.16	3.19	5.24	22.53	25.25	34.44	43.17	15.11	19.87	24.51
S01008957	20	31	1010	429	2.35	3.07	5.05	20.48	22.97	31.55	39.91	13.87	18.29	22.71
S01008958	10	22	722	404	1.79	3.05	4.43	24.84	27.90	38.01	47.25	16.14	21.48	26.49
S01008959	17	23	859	380	2.26	2.68	4.66	22.37	25.14	34.48	43.32	14.81	19.68	24.41
S01008960	26	31	916	328	2.79	3.38	6.22	22.75	25.37	34.28	42.81	15.58	20.14	24.63

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008961	14	35	715	319	2.24	4.90	6.85	26.89	29.89	39.78	48.81	18.12	23.24	28.03
S01008962	9	16	616	275	2.24	2.60	4.06	27.22	30.55	41.31	50.83	17.38	23.13	28.37
S01008963	17	21	783	349	2.24	2.68	4.85	23.90	26.82	36.54	45.58	15.75	20.84	25.70
S01008964	13	26	525	211	2.49	4.95	7.43	32.59	36.05	46.94	56.26	21.49	27.21	32.23
S01008965	14	17	742	321	2.31	2.29	4.18	24.20	27.23	37.25	46.46	15.69	20.98	25.98
S01008966	18	16	590	252	2.34	2.71	5.76	29.26	32.61	43.32	52.72	19.09	24.76	29.86
S01008967	15	19	1045	430	2.43	1.82	3.25	18.53	21.02	29.60	38.01	12.12	16.59	21.10
S01008968	19	39	997	398	2.51	3.91	5.82	21.29	23.78	32.35	40.68	14.61	18.99	23.37
S01008969	20	23	1088	460	2.37	2.11	3.95	18.61	21.01	29.34	37.57	12.41	16.73	21.09
S01008970	19	29	1014	438	2.32	2.86	4.73	20.17	22.66	31.25	39.63	13.58	18.01	22.45
S01008971	21	14	697	273	2.55	2.01	5.02	25.87	28.97	39.15	48.40	16.93	22.29	27.29
S01008972	25	16	793	304	2.61	2.02	5.17	23.96	26.85	36.49	45.47	15.90	20.92	25.73
S01008973	7	20	812	361	2.25	2.46	3.33	22.12	25.02	34.75	43.85	14.22	19.35	24.30
S01008974	8	24	803	374	2.15	2.99	3.99	22.82	25.72	35.43	44.49	14.84	19.95	24.85
S01008975	11	26	728	449	1.62	3.57	5.08	25.22	28.25	38.25	47.41	16.58	21.83	26.76
S01008976	11	14	525	212	2.48	2.67	4.76	30.65	34.21	45.41	55.00	19.56	25.58	30.87
S01008977	16	13	605	256	2.36	2.15	4.79	28.09	31.43	42.17	51.64	18.11	23.83	29.01
S01008978	14	28	580	252	2.30	4.83	7.24	30.67	33.99	44.59	53.86	20.36	25.90	30.88
S01008979	21	41	743	308	2.41	5.52	8.34	27.48	30.37	39.95	48.76	18.96	23.84	28.45
S01008980	19	37	834	334	2.50	4.44	6.71	24.47	27.22	36.49	45.21	16.71	21.47	26.06
S01008981	8	11	708	316	2.24	1.55	2.68	23.78	26.94	37.31	46.75	14.96	20.52	25.72
S01008982	16	44	789	352	2.24	5.58	7.60	25.99	28.81	38.22	46.98	17.88	22.69	27.28
S01008983	8	27	650	314	2.07	4.15	5.38	27.30	30.51	40.92	50.24	17.86	23.35	28.40
S01008984	8	14	518	227	2.28	2.70	4.25	30.53	34.13	45.43	55.07	19.33	25.44	30.79
S01008985	8	28	679	326	2.08	4.12	5.30	26.51	29.65	39.91	49.17	17.39	22.78	27.79
S01008986	17	15	802	343	2.34	1.87	3.99	22.85	25.75	35.46	44.52	14.86	19.96	24.87
S01008987	18	23	822	330	2.49	2.80	4.99	23.28	26.11	35.61	44.53	15.44	20.40	25.17
S01008988	11	42	1058	481	2.20	3.97	5.01	19.86	22.27	30.64	38.87	13.50	17.80	22.14
S01008989	13	18	653	323	2.02	2.76	4.75	26.74	29.95	40.42	49.80	17.33	22.87	27.98
S01008990	8	17	737	383	1.92	2.31	3.39	23.69	26.75	36.88	46.18	15.14	20.52	25.60
S01008991	31	45	935	381	2.45	4.81	8.13	24.05	26.58	35.22	43.52	16.99	21.34	25.63

Appendix 4: Finalised Student Housing Guidance, Statistical Analysis of student only and mixed use development

								Student only development (bedspace)				Mixed use development* (area)		
	FT	FT		NUMBER	AVERAG									
	STUDENT	STUDENTS	TOTAL	OF	E	% FT	% FT							
DATAZONE	S 16-17	18+	POP.	HOUSEHO	HOUSEH	STUDENT	STUDENTS	196.00	235.00	391.00	586.00	0.3ha	0.5ha	0.75ha
S01008992	7	32	562	270	2.08	5.69	6.94	31.00	34.38	45.12	54.44	20.45	26.09	31.12
S01008993	18	27	1068	476	2.24	2.53	4.21	19.07	21.49	29.88	38.15	12.77	17.11	21.49
S01008994	14	26	773	337	2.29	3.36	5.17	24.36	27.28	37.03	46.06	16.12	21.21	26.06
S01008995	24	28	861	352	2.45	3.25	6.04	23.46	26.19	35.38	44.09	15.91	20.65	25.26
S01008996	10	17	562	251	2.24	3.02	4.80	29.42	32.87	43.86	53.40	18.87	24.75	29.99
S01008997	25	15	984	411	2.39	1.52	4.07	20.00	22.56	31.35	39.87	13.25	17.82	22.36
S01008998	21	18	628	236	2.66	2.87	6.21	28.52	31.75	42.20	51.48	18.82	24.30	29.30
S01008999	14	15	854	411	2.08	1.76	3.40	21.43	24.24	33.73	42.71	13.84	18.84	23.69
S01009000	12	19	911	393	2.32	2.09	3.40	20.51	23.21	32.41	41.22	13.31	18.14	22.88
S01009001	23	17	888	323	2.75	1.91	4.50	21.77	24.49	33.70	42.47	14.42	19.22	23.91
S01009002	14	15	827	348	2.38	1.81	3.51	21.99	24.86	34.48	43.52	14.20	19.28	24.17
S01009003	22	30	961	394	2.44	3.12	5.41	21.43	24.00	32.77	41.24	14.54	19.06	23.53
S01009004	12	13	680	270	2.52	1.91	3.68	25.23	28.42	38.84	48.26	16.12	21.67	26.84
S01009005	11	27	730	327	2.23	3.70	5.21	25.27	28.29	38.27	47.42	16.65	21.88	26.80
S01009006	18	28	766	318	2.41	3.66	6.01	25.16	28.07	37.77	46.75	16.86	21.89	26.67
S01009007	17	20	701	290	2.42	2.85	5.28	25.98	29.06	39.19	48.41	17.07	22.39	27.36
S01009008	15	10	916	445	2.06	1.09	2.73	19.87	22.59	31.83	40.68	12.71	17.59	22.38
S01009009	4	9	476	252	1.89	1.89	2.73	31.10	34.88	46.60	56.40	19.20	25.65	31.19
S01009010	29	39	1021	404	2.53	3.82	6.66	21.69	24.12	32.51	40.70	15.14	19.40	23.66
S01009011	11	37	870	319	2.73	4.25	5.52	22.89	25.61	34.81	43.54	15.41	20.17	24.80
S01009012	16	25	752	296	2.54	3.32	5.45	25.00	27.96	37.80	46.86	16.58	21.71	26.57
S01009013	27	39	893	363	2.46	4.37	7.39	24.06	26.68	35.59	44.08	16.73	21.25	25.68

* Mixed Use Development		
Site Area (ha)	Student Bedspace	Flats
0.3	117	42
0.5	195	70
0.75	293	106

Pink

Indicates a concentration of students greater than 40%

Red

Indicates a concentration of students greater than 50%

Planning Committee

10.00am, Thursday, 25 February 2016

Annual Review of Guidance

Item number	5.2
Report number	
Executive/routine	
Wards	

Executive summary

This report advises the Committee of changes in planning guidance in 2015 and those intended for the coming year. It seeks approval of minor updates to certain guidelines. It reports back on an earlier request from Committee, relating to low emissions strategies.

Links

Coalition pledges	P15 ,
Council outcomes	CO8 , CO16 , CO18 , CO19 ,
Single Outcome Agreement	SO1 , SO4

Annual Review of Guidance

Recommendations

- 1.1 It is recommended that the Committee:
- a) notes progress in consolidating and updating guidance for users of the planning service (Appendix 1);
 - b) approves the attached updates to certain guidelines (Appendix 2); and
 - c) agrees the priorities for work in 2016.

Background

- 2.1 The Council issues non-statutory guidance to help its customers interpret the statutory development plan.
- 2.2 Over the last five years, this guidance has been consolidated from around 50 separate documents to six main guidelines, focused on the main customer groups, plus a small number of specialist topic guidelines.
- 2.3 The suite of guidance continues to be kept under review to ensure that it is up-to-date and reflects the Council's objectives and practice.
- 2.4 Current non-statutory guidance can be viewed online at www.edinburgh.gov.uk/planningguidelines . Emerging supplementary guidance can be viewed at www.edinburgh.gov.uk/supplementaryguidance .

Main report

Drivers for Change

- 3.1 The main factors which can indicate a need to consider changes to guidance are as follows:
- Changes in national or development plan policy and guidance (including Scottish Planning Policy, other national documents, the Strategic Development Plan, the Local Development Plan (LDP)).

- Change in the city (including economic, social, environmental and physical changes or changes in corporate or community planning policy).
- Findings from monitoring the use of existing guidance and policy, including appeal decisions.

3.2 Currently, there are two additional drivers of change:

- The opportunities presented by the transformation of the Council, including the formation of a new Planning and Transport Service.
- The new procedures as referred to in the Service's Customer Engagement Strategy and Service Charter, reported to the Committee in December 2015.

Progress on Changes to Guidance in 2015

3.3 Appendix 1 shows the current suite of guidance. Changes to guidance anticipated for 2015, in last year's annual review, were as follows:

- Guidance for Householders – minor updates on dormers, included in the present report, see below and Appendix 2.
- Edinburgh Street Design Guidance – new guideline consolidating several previous guidelines approved October 2015.
- Student Housing guidance – consultation draft approved August 2015, finalised version reported February 2016.
- Development in the Countryside and Green Belt – to be updated to reflect policy in LDP. Not yet carried out, as it is a low priority task which can be initiated following adoption of the LDP.
- Edinburgh Design Guidance – review and potential updating. Not yet carried out, as it has been a medium priority task during the past year due to the factors identified in paragraphs 3.1 and 3.2 above. This has now become a higher priority - see below for current intentions.
- Developer Contributions and Affordable Housing guidance – revisions arising from LDP and its Action Programme approved December 2015 following consultation.
- Leith / Leith Walk Town Centre Supplementary Guidance – consultation draft approved December 2015. Target for finalisation – August 2016.
- Bruntsfield / Morningside Town Centre Supplementary Guidance – consultation draft approved December 2015. Target for finalisation – August 2016.

- 3.4 An additional task, anticipated at the stage of last year's annual review of guidance, relates to low emissions strategies. This is discussed further below.

Proposed Minor Updates to Guidance for Approval (Appendix 2)

- 3.5 Regular monitoring of the use of guidance has indicated the need for several relatively minor updates, to two of the most commonly used guidelines:
- Guidance for Householders – including updates regarding dormers and screening; and
 - Listed Buildings and Conservation Areas – including updates regarding slates on listed buildings and replacement doors and windows and satellite dishes and flues on unlisted buildings in conservation areas.
- 3.6 These updates are set out in Appendix 2 for the Committee's approval.
- 3.7 It is anticipated that the Edinburgh Local Development Plan (LDP) will be adopted by summer 2016. The current Edinburgh City and Rural West Edinburgh Local Plans will be superseded. As consulted on at the Main Issues Report stage, there will no longer be a separate planning policy seeking to control the concentration of Houses in Multiple Occupation (HMOs). Accordingly, the stand alone planning guideline will be deleted. Guidance will still be needed to assess the small number of planning applications received for change of use to HMO. An appropriate addition to the Guidance for Businesses is included in Appendix 2, for the Committee's approval.
- 3.8 All of the above updates are considered sufficiently minor to not require consultation. Updates will also reflect recent changes in how advice is delivered to customers.

Programme for 2016

- 3.9 The following guidelines are due to be reviewed and potentially revised in 2016:
- Edinburgh Design Guidance – review in light of monitoring and national policy on placemaking. Update key views to reflect the designation of the Forth Bridge World Heritage Site. Consider updates relating to advice on build to rent private rented sector developments. A letter on this was circulated by the Scottish Government's Chief Planner and draft national advice is in preparation. There is the potential to integrate guidance on parking standards in order to achieve better placemaking outcomes and more efficient use of land. Furthermore, amendments could reflect changes to energy building standards, introduced in late 2015.
 - Development in the Countryside and Green Belt guideline– review and update to reflect policy in LDP.
 - Open Space Strategy – review in light of new open space audit and five years use of the current strategy.

Supplementary Guidance

- 3.10 The above updates and reviews relate to the Council's non-statutory guidance, which provides advice on interpretation of the development plan.
- 3.11 The Planning etc. (Scotland) Act 2006 introduced the scope for a different, statutory type of guidance. Called 'Supplementary Guidance', it will form part of the development plan when formally adopted. There are certain procedural requirements for its preparation and it must only provide further information or detail in relation to identified policies or proposals, in a local or strategic development plan.
- 3.12 The Second Proposed LDP devolves policies on change of use in town centres down to individual supplementary guidance documents. This allows more local engagement and tailoring of policy to local circumstances. Several town centres have guidance in consultation draft form or finalised, ready for adoption, once the LDP is adopted (see Appendix 1). In 2016/17, it is anticipated that guidance will be prepared for the remaining three centres:
- Nicolson Street / Clerk Street Town Centre Supplementary Guidance;
 - Portobello Town Centre Supplementary Guidance; and
 - Stockbridge Town Centre Supplementary Guidance.
- 3.13 In the period following the formal adoption of the LDP and the superseding of the Edinburgh City Local Plan, there will be no detailed statutory development plan policy, relating to the change of use of shop units in town centres, until the respective supplementary guidance is statutorily adopted. The work on town centres has been carried out in advance in order to minimise the extent of this issue. In the meantime, Policy Ret 8 of the LDP can be used to give basic policy protection for the retail function of the relevant town centres.
- 3.14 A pilot area supplementary guidance prepared for the Edinburgh BioQuarter and South East Wedge is also due to be formally adopted after the LDP.
- 3.15 An issue under consideration in the LDP examination is developer contributions policy. It is possible that the LDP examination will recommend that the Plan be modified to require that the Council's guidance on developer contributions be prepared as statutory supplementary guidance.
- 3.16 It should be noted that until the LDP is adopted, finalised supplementary guidance is not part of the development plan, but can be used as a material consideration in the determination of relevant planning applications.

Low Emissions Strategies

- 3.17 At its meeting of 25 February 2015, the Planning Committee considered the previous annual review of guidance report. The Committee agreed that the issue of 'Low Emissions Strategies' be considered in relation to both the strategic and local development planning processes. It also requested that consideration be given to how the planning process can contribute towards low emissions strategies. This has been carried out as follows.
- 3.18 In November 2015, the Scottish Government published the Clean Air for Scotland Strategy (CAFS). The purpose of the Strategy is to provide a national framework which sets out how the Scottish Government and its partner organisations propose to achieve further reductions in air pollution and fulfil legal responsibilities as soon as possible.
- 3.19 There is an expectation set out in the CAFS that planning authorities will review and revise their Local Development Plans at their next scheduled update to ensure policies are consistent with CAFS objectives and any air quality action plans. In addition, Environmental Protection Scotland are planning to publish detailed planning guidance on air quality and planning towards the end of the year. This is expected to set out detailed guidance, in particular for development management, on how to address the issue of air quality when assessing proposals for new development.
- 3.20 The Scottish Government intends to design and implement a two-level modelling system to provide evidence for appraising and identifying potential transport and planning solutions in relation to air quality issues. The Scottish Government also plans to undertake detailed modelling of all four major city centres and adjoining areas, covering the areas associated with poor air quality.
- 3.21 The Second Proposed LDP was prepared in advance of the publication of the CAFS. However, because air quality was already recognised as an issue in Edinburgh, the LDP already contains policies that require air quality to be taken into account when assessing development proposals. In addition, it requires proposals to be assessed to ensure development does not significantly adversely affect air quality in air quality management areas. As a result, the plan is considered to be up-to-date, despite being published prior to the CAFS.
- 3.22 The Main Issues Report for the next Strategic Development Plan (SDP 2) was published in June 2015. There is a reference to the number of air quality management areas in the region increasing since SDP 1. It also suggests that in order to minimise the impact on air quality SDP 2 will need to direct LDPs to require development to minimise the increase in traffic levels and therefore congestion, encouraging further modal shift away from cars toward public transport. The SDP 2's Proposed Plan is currently being prepared and as a result SESplan will be able to ensure that it takes into account the requirements of CAFS and the new planning guidance.

- 3.23 Environmental Protection Scotland is expected to publish detailed national guidance towards the end of this year. It is therefore not considered necessary for this Council to prepare additional planning guidance on the matter, as this would result in unnecessary duplication.

Measures of success

- 4.1 Planning guidance is easier to understand for applicants and other stakeholders.
- 4.2 Planning guidance is kept up-to-date and relevant, and ensures that a high quality of development is delivered through the planning application process.

Financial impact

- 5.1 There is no direct financial impact arising from this report. The costs of publishing the updated guidance will be met from existing budgets.

Risk, policy, compliance and governance impact

- 6.1 This report does not raise any concern in relation to risk, policy, compliance and governance. Setting out progress made and work to be programmed is a positive step in relation to these considerations. Potential impacts are considered in relation to each individual guidance document in its development.

Equalities impact

- 7.1 The impact of this report in relation to the Public Sector Equalities Duty and the ten key areas of rights has been considered. The report has no significant direct impact on the delivery of the Council's three equality duties. However, the review of individual guidelines could in due course have an impact. Accordingly, each guideline will be subject to an assessment. The appended updates to certain guidelines may have a positive impact on standards of living and identity and expression, by allowing more scope for home improvements while still protecting neighbouring amenity.

Sustainability impact

- 8.1 The impact of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties has been considered, and the outcome is summarised below.
- This report will have no impact on carbon emissions because the updates it recommends do not directly relate to this issue.
 - This report will have no impact on the city's resilience to climate change because it relates to a programme of consolidating guidance, and the updates it recommends have no impact on the issue of climate change.
 - This report will help achieve a sustainable Edinburgh because the review of guidance will not directly promote social justice, but several of the guidelines covered do.
 - This report will help achieve a sustainable Edinburgh because the review of guidance will not directly promote a healthy and resilient economy, but several of the guidelines it covers do.
 - This report will have a positive impact on environmental stewardship because the updated guidance it covers will be published in electronic-only format, reducing use of paper.

Consultation and engagement

- 9.1 Individual guidelines which have been fully revised are reported and published in consultative draft form. Consultation responses are taken into account when the guidelines are amended prior to final approval and use. There is no need for any additional consultation in relation to this report which is primarily for work scheduling purposes and proposes only minor change to guidance.

Background reading/external references

[Annual Review of Guidance](#), report to Planning Committee, 25 February 2015

www.edinburgh.gov.uk/planningguidelines

www.edinburgh.gov.uk/supplementaryguidance

[Cleaner Air for Scotland](#), Scottish Government, November 2015

www.sesplan.gov.uk , link to SESplan website

Paul Lawrence

Executive Director of Place

Contact: Ben Wilson, Team Manager – Local Planning Policy

E-mail: ben.wilson@edinburgh.gov.uk | Tel: 0131 469 3411

Links

Coalition pledges	P15 Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors
Council outcomes	CO8 Edinburgh's economy creates and sustains job opportunities CO16 Well-housed – People live in a good quality home that is affordable and meets their needs in a well-managed neighbourhood CO18 Green – We reduce the local environmental impact of our consumption and production 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 and maintenance of infrastructure and public realm
Single Outcome Agreement	SO1 Edinburgh's economy delivers increased investment, jobs and opportunities for all SO4 Edinburgh's communities are safer and have improved physical and social fabric
Appendices	Appendix 1 – List of Development Plan and Guidance Documents Appendix 2 – Updates to Non-statutory Guidance

Status of Development Plan and Guidance

Title	Status and Date	Comment
Development Plan		
Strategic Development Plan	Approved June 2013	Supplementary Guidance on housing land approved November 2014
Edinburgh City Local Plan	Adopted 2010	
Rural West Edinburgh Local Plan	Adopted 2006	Alteration adopted 2011
Emerging Development Plan		
SDP 2 Main Issues Report	July 2015	
Edinburgh Local Development Plan	Second Proposed Plan submitted to Scottish Ministers May 2015	At examination.
Supplementary Guidance		
City Centre Retail Core	Finalised 2014	Consulted on and finalised. Awaiting formal adopted after LDP adopted. Use as material consideration
Tollcross Town Centre	Finalised 2013	
Corstorphine Town Centre	Finalised 2014	
Gorgie / Dalry Town Centre	Finalised 2014	
Leith / Leith Walk Town Centre	Draft December 2015	Consultation drafts.
Bruntsfield / Morningside Town Centre	Draft December 2015	
Edinburgh BioQuarter & SEW Parkland	Finalised 2013	Pilot area SG. Material consideration
Remaining three town centres: Nicolson St/Clerk St, Portobello, Stockbridge	2016-17	To be drafted and consulted on prior to finalisation and adoption.
Non-statutory Guidance		
Consolidated Guidelines		
Guidance for Householders	Approved 2012	<i>Updates February 2016</i>
Guidance for Businesses	Approved 2012	<i>Updates February 2016</i>
Listed Buildings & Conservation Areas	Approved 2012	<i>Updates February 2016</i>
Edinburgh Design Guidance	Approved May 2013	Review – potentially incorporating new parking standards (see below)
Edinburgh Street Design Guidance	October 2015	To be published with additional technical information in 2016
Developer Contributions and Affordable Housing Guidance	December 2015	Adopted LDP may require this to be updated as statutory Supplementary Guidance.
Other non-statutory guidance (alphabetical order)		
Advertisements, Sponsorship and City Dressing	Approved 2013	
Art in Public Places	Approved 1998	
Communications Infrastructure	Approved 2013	
Development in the Countryside & Green Belt	Approved 2008	Will be reviewed to fit with LDP
Housing in Multiple Occupation	Approved 2006	To be deleted upon adoption of LDP
Open Space Strategy	Approved 2010	Under review – draft to be reported in 2016
Parking Standards	Approved 2009	Potential to integrate with Edinburgh Design Guidance
Student Housing	Draft August 2015	<i>Finalised version February 2016</i>
Sustainable Lighting Strategy for Edinburgh	Approved 2012	Some sections relevant to DM decision-making.

Italics – due to be reported to same Committee meeting in February 2016

Excludes non-statutory area guidance: development briefs, masterplans etc

Annual Review of Guidance

Appendix 2

Updates to non-statutory guidance:

- Listed Building and Conservation Area Guidance
- Guidance for Householders
- Guidance for Businesses

Listed Buildings and Conservation Areas

Reason for Change

Monitoring of the use of the current guidance has identified several minor issues of clarity. These include:

- Text implying that Scots slates are poor quality and so should not be used in listed buildings.
- Text on replacement windows and doors on unlisted buildings in conservation areas which does not account for less traditional designs of development or the potential for existing changes in the surrounding area to justify exceptions.
- Text on flues and satellite dishes which is potentially misleading and over-onerous.

EDITS:

Listed Buildings – Roofs

Page 9

Add text so that third paragraph reads:

*Scots slates are becoming increasingly rare **and in some circumstances second-hand slates are** of poor quality and size. It is preferable in some cases that sound old slates are laid together on visible roof slopes, with new slates used on non-visible roof slopes. Alternatives to Scots slate will be considered on their merits.*

Conservation Areas - Replacement windows and doors (applies to unlisted buildings)

Page 26

Amend text to read (new/changed text in bold):

The replacement, repair and painting of windows and doors which match the design, materials and methods utilised in the existing build will not require planning permission.

Planning permission will not be required where replacement or altered windows and doors meet the following requirements.

*Replacement windows and doors on all elevations of unlisted properties of a **traditional design within** conservation areas **must** match the original proportions, appearance, materials, and opening method. Appropriate timber sealed unit double glazing will normally be considered acceptable. **Alternative materials such as uPVC** will not normally be acceptable.*

A departure from these guidelines must be fully justified. The form of the existing windows & doors within the building and in its immediate surroundings will be taken into consideration.

*Replacement windows and doors in **less traditional** developments within conservation areas should maintain the uniformity of original design and materials and should open in a manner that does not disrupt the elevation. **However, the exact replication of the original windows or doors may, in some cases, be of lesser importance.***

Doors should be painted in an appropriate dark and muted colour. Windows should normally be painted white or off-white.

Conservation Areas - Satellite dishes (applies to unlisted buildings)

Page 28

Amend first three paragraphs to read:

*The installation of cable television equipment in conservation areas requires planning permission. Equipment should be sensitively sited to minimise the effect on the **special** character **and appearance** of the conservation area.*

*Satellite dishes in conservation area should not be **easily** visible from public view.*

They should be located in inconspicuous locations, such as behind a parapet wall, within a roof valley or concealed behind by a chimney ~~stack~~; ~~no part of the dish should project~~. They may also be acceptable on modern extensions to the rear, providing no part is higher than the main building.

Conservation Areas - Flues (applies to unlisted buildings)

Page 29

Delete sentence stating that balancing flues should be painted to match the colour of surrounding stonework. Due to the technical constraints on painting surfaces exposed to high temperatures, this requirement is unenforceable.

Amend first sentence to refer to internal flue, not duct, to avoid confusion with other types of ducts.

OTHER EDITS:

Update policy references to reflect LDP policies.

Update references to planning helpdesk procedures.

Guidance for Householders

Reason for Change

The current 2012 guidance states that on front and rear roof pitches, up to one third of the average roof width should be occupied by a dormer.

A more relaxed approach is proposed for dormers on rear elevations where rear roof pitches are not visible or not readily visible from public viewpoints. The guidance is proposed to state that a larger dormer 'may be acceptable' in these circumstances. The character of the building and surrounding area will still need to be considered in making a decision.

The reason behind this change is that the actual practice of case officers has been to allow wider dormers on rear elevations.

In relation to side dormers, the guidance currently states there is a presumption against side dormers.

A more relaxed approach on side dormers is proposed with dormers on side elevations. A side dormer may be acceptable if it fits in with the surrounding area.

The reason for this change is to allow a less prescriptive approach and state side dormers may be acceptable where it can be demonstrated where a proposal fits in with the character of an area. This reflects the approach taken in several decisions of the Local Review Body, and consequent practice of case officers.

EDITS:

Dormers

Pages 13-14

Replace text with following text and diagram:

Dormers on principal elevations, and all dormers in conservation areas or on a listed building, will require planning permission.

Dormers on a listed building will also require listed building consent. New dormers on a listed building are not normally acceptable on front roof pitches even where previous dormers have been added. New dormers on rear roof pitches of listed buildings may be acceptable where dormers are part of the character of the listed building. Where acceptable on listed buildings, dormers should be of a historic design.

On unlisted houses that are not in conservation areas, rear and side dormers may be “permitted development”. Guidance on Householder Permitted Development Rights can be found in the [Scottish Government Guidance](#) (Circular 1/2012).

All proposals should comply with both general and specific guidance as set out below.

General Guidance

The relationship between a dormer and its surroundings is particularly important. Dormers should be of such a size that they do not dominate the form of the roof. Dormers should not come to the edges of the roof. There should be visible expanses of roof on all 4 sides. Where possible, the dormer should align with existing fenestration on the building’s elevation.

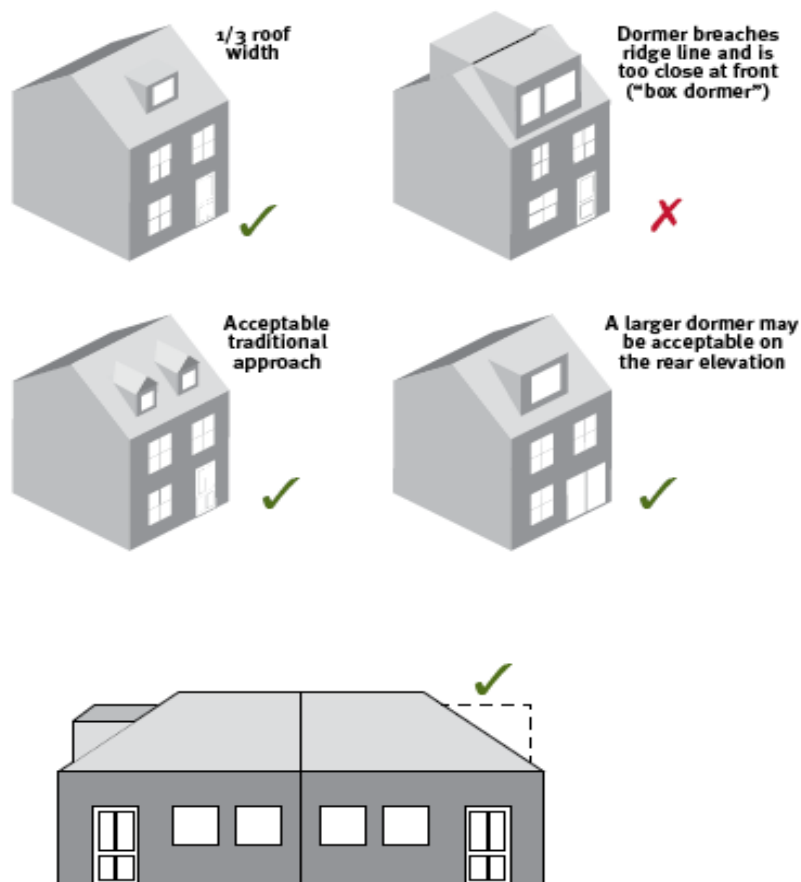
Specific Guidance

On principal elevations a single dormer should be no greater in width than one third of the average roof width. If there are two or more dormers, their combined width should be less than 50% of the average width of the single roof plane on which they are located.

On rear elevations which are not publicly visible or not readily visible from public viewpoints a larger dormer may be acceptable where this fits in with the character of the building and surrounding area.

Dormers on side elevations will be considered acceptable where it can be demonstrated that the proposal fits in well with the character of the surrounding area.

All dormers should comply with the ‘Privacy and Outlook’ requirements as set out in this guidance.



OTHER EDITS:

Update policy references to reflect LDP policies.

Update references to planning helpdesk procedures.

Update text on protect species as follows:

Page 5

Add text at end of paragraph on protect species.

In relation to bats further guidance on when a survey may be required, can be found on page 9 of the [Bat Conservation Trust Guidelines](#)

Update page 11 text on screening for side windows to delete sentence stating that permission will be conditioned to ensure that screening remains in place permanently. This is unenforceable.

Guidance for Businesses

Reason for Change

The Edinburgh Local Development Plan is due to be adopted in 2016. As explained at the Main Issues Report consultation stage, the Plan no longer has a separate policy attempting to control concentration of Houses in Multiple Occupation (HMOs). This is because a very small proportion of HMOs require planning permission. The small number that do will be assessed using LDP policy on residential amenity. It is therefore necessary to provide guidance on how this policy will be applied. The following update to the Guidance for Businesses does so:

EDITS:

What Other Consents May Be Required

Page 5:

Insert next text under 'Licensing'

The Civic Government (Scotland) Act 1982 (Licensing of Houses in Multiple Occupation) Order 2000, requires operators of HMOs to obtain a licence allowing permission to be given to occupy a house as a HMO where it is the only or principal residence of three or more unrelated people.

Changing a Residential Property to a Commercial Use

Page 6:

Amend introductory text box to state that this chapter covers changes of use to Houses in Multiple Occupation (HMOs).

Delete statement that there is separate guidance on HMOs.

Insert new text following sub-section on Short Stay Commercial Leisure Apartments as follows:

The sharing of accommodation by people who do not live together as a family is controlled at the point at which there is considered to be a material change of use. For houses, Class 9 of the Town and Country Planning (Use Classes) (Scotland) Order 1997 considers this to be when more than 5 people are living together, other than people living together as a family. As with houses, the Council would also expect a material change of use to occur in flats when more than 5 unrelated people share accommodation. All planning applications for Houses in Multiple Occupancy (HMOs) are assessed using LDP Policy Hou 7: Inappropriate Uses in Residential Areas, having regard to the advice below.

Page 7:

Amend text in sub-section on Flatted Properties as follows:

*Change of use in flatted properties will generally only be acceptable where there is private access from the street, **except in the case of HMOs.***

OTHER EDITS

Update policy references to reflect LDP policies.

Update references to planning helpdesk procedures.

Correct missing text on page 7.

Planning Committee

10.00am, Thursday, 25 February 2016

Development Management Procedures for Major Applications

Item number	6.1
Report number	
Executive/routine	Routine
Wards	All

Executive summary

Following the committee workshop held in November 2015, this report recommends some changes in the procedures for determining major planning applications.

Links

Coalition pledges	
Council outcomes	CO19 CO25
Single Outcome Agreement	SO4

Development Management Procedures for Major Applications

Recommendations

- 1.1 It is recommended that the Committee approves the changes in procedures for determining major planning applications as described in paragraph 3.3 of this report.

Background

- 2.1 On 1 October 2015, the Planning Committee considered a report on Development Management procedures for major planning applications and agreed to hold a workshop with officers to discuss these in detail. The workshop was held on 27 November 2015. This report summarises the matters discussed in that workshop and recommends some changes in procedures.

Main report

- 3.1 The workshop had three objectives:
1. Ensuring that all members of the sub-committee are sufficiently briefed on the key issues in advance of the meeting;
 2. Ensuring that the process is transparent, fair and avoids any impression of bias; and
 3. Ensuring that timescales and targets, particularly those in processing agreements, are met.
- 3.2 The discussion ranged across all three objectives and a number of matters were explored. The focus was on major applications but some matters covered both major and local applications. The issues are summarised in Appendix 1. In some cases, no change is proposed and in others there are some detailed points to be followed up by officers. There is also some advice on how local members can check when applications in their wards are coming to committee.

- 3.3 The main changes in procedure that are recommended as a result of the workshop are as follows:
1. The number of sub-committee site visits should be reduced and limited to applications proposed for hearings, or in cases when access needs to be arranged with the owner for members to obtain a full understanding of the planning issues. For major developments, the need for a site visit will be highlighted in the PAN report.
 2. The format of the sub-committee reports should be amended to include links to assist navigation to various sections of the report.
 3. If members have attended meetings or had discussions with applicants or third parties regarding applications that have been submitted, they should consider the advice on taking decisions on quasi-judicial or regulatory applications in the Councillors Code of Conduct when deciding if they should take part in the proceedings.
 4. The committee clerk should routinely state the sub-committee's decision at the end of each item. When a vote is taken, members should keep their hands raised for a few moments to allow it to be captured on the webcast.
 5. When the sub-committee wishes to grant permission contrary to the officer's recommendation, the Convener should consult the planning officer present and confirm whether conditions and informatives can be provided during the meeting (or following a short adjournment) or whether the application should be continued to the next meeting in order to allow suitable conditions to be drafted.
 6. The sub-committee should adopt the same criteria used by officers when considering the need for a hearing. These are:
 - Where an application raises important land use, conservation, design or residential amenity issues contrary to the development plan and which is recommended for approval;
 - where the degree of public interest is substantial, as measured by the range and substance of material representations, rather than only the volume; and

- where the Council has substantial financial or land ownership interests in the proposals, and either of the two criteria above are applicable.
7. The time allocated to Community Councils at hearings should be reduced to five minutes and Ward Councillors should present before the Applicant, not after.

Measures of success

- 4.1 Informed, transparent and timely decision-making by the Development Management Sub-Committee.

Financial impact

- 5.1 There are no direct financial implications from this report. However, the proposed reduction in the number of site visits and hearings will allow more staff time to be spent on application processing which will result in greater efficiencies and improved performance.

Risk, policy, compliance and governance impact

- 6.1 The proposed changes in procedure are compatible with the two Schemes of Delegation, Council Standing Orders and the Members Code of Conduct.

Equalities impact

- 7.1 The proposed changes will have a positive impact on participation, influence and voice and equality of opportunity.

Sustainability impact

- 8.1 The impacts of this report in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below.
- 8.2 The proposals in this report will reduce carbon emissions because fewer site visits will mean less fossil fuel is consumed.
- 8.3 The proposals in this report will help achieve a sustainable Edinburgh because more transparent processes will increase public confidence in the planning process and increase social cohesion.
- 8.4 The proposals in this report will help achieve a sustainable Edinburgh because fewer hearings and site visits will mean less delays to decision-making and a more certain process.

- 8.5 The proposals in this report will help achieve a sustainable Edinburgh because fewer site visits will use less fossil fuels.

Consultation and engagement

- 9.1 There is no requirement for consultation on changes to Committee procedures.

Background reading/external references

None

Paul Lawrence

Executive Director of Place

Contact: John Inman, Senior Manager

E-mail: john.inman@edinburgh.gov.uk | Tel: 0131 469 3721

Links

Coalition pledges

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 and maintenance of infrastructure and public realm.

CO25 – The Council has efficient and effective services that deliver on objectives.

Single Outcome Agreement

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

Appendices

1. Workshop on Major Planning Applications: Summary of Issues Discussed.

APPENDIX 1

WORKSHOP ON MAJOR PLANNING APPLICATIONS

SUMMARY OF ISSUES DISCUSSED

The purpose of the PAN process

Officers will review information and guidance to the public on the PAN process. This will explain more clearly that it is the applicant's process not the Council's, and it is for the Council to assess if consultation is adequate.

Officers will ensure case officers prepare PAN reports as soon as possible to minimise the likelihood of consultation events taking place before the report is considered.

Officers will ensure that PAN reports focus more on the consultation process and less on the policy assessment which is the role of the application handling report.

The PAN report will state whether a site visit will be arranged prior to the sub-committee determining the application.

Officers will ensure that applicants are aware that they should contact local ward members at PAN stage.

The sequence of scheme revisions and how problems are addressed

Officers will review how this is explained in the report but it should be emphasised that the sub-committee's role is to evaluate and decide on the proposal before it, not the process leading up to it.

Complexity of navigation in Public Access when there is a large number of documents and drawings

Officers will enquire if the next upgrade of UNIFORM/IDOX could allow the creation of subfolders for superseded drawings and similar functions to the website of the Directorate of Planning and Environmental Appeals.

Once the application has been granted, the superseded drawings will be made "sensitive" on UNIFORM which means they would not appear on Public Access. This would make it easier for communities to check that what has been built conforms to the approved plans.

The naming of documents will be reviewed in the context of the Validation Lean Review.

Potential for update reports or briefings on complex applications

Briefings prior to site visits are helpful but it is recommended that the number of site visits is significantly reduced to the most complex applications (see below). Update reports would be an additional burden on staff preparing for the sub-committee and are not recommended.

The procedure for site visits

Site visits are part of the formal consideration of an application but they are time-consuming, compete with other council meetings and are not well attended by members.

Edinburgh is not a large city and most sites can be easily accessed on foot, bicycle, by public transport or by car. If a site visit is considered useful for a better understanding of the site, members could be expected to make their own arrangements for the majority of proposals. A guided site visit would be the exception rather than the rule and only for applications proposed for hearings (see below), or in cases when access needs to be arranged with the owner for members to obtain a full understanding of the planning issues.

Instead, greater use could be made in presentations of the availability of high quality images including those on the internet using Google Streetview, oblique aerial photography, video, etc. These can give a very good idea of the site's context and neighbouring uses.

The format of sub-committee reports

Sub-committee reports can be much longer than reports to other committees. This is because they must be comprehensive and robust enough to withstand legal challenge. There is little scope to radically shorten them as it must be clear to the public that all relevant information has been placed before the sub-committee and all aspects of the proposal tested against policy. However there is potential to make them more user-friendly through the use of embedded hyperlinks or bookmarks. This would enable the reader to navigate more efficiently to the matters that concerned them the most.

Infrastructure constraints

Members would like to understand any infrastructure constraints associated with new developments. The recent review of the process for Section 75 agreements emphasised that full details of all necessary developer contributions (education, transport, affordable housing etc) should be contained within the sub-committee report and not left to later discussions.

The risk that case officers might be unduly influenced by developers

The process for preparing sub-committee reports involves a number of checks and balances to ensure that policy interpretation is consistent, the assessment is balanced and the recommendation is sound. The process is as follows. Reports by Planning Officers are reviewed initially by their Team Manager. They are then edited by the two Team Managers on the rota to take the sub-committee in question. Reports by more experienced Senior Planning Officers are passed directly to the two editing Team Managers. Finally, all reports are read by the Head of Service before being signed and passed to the committee clerks for publication. This process is robust enough to guard against any undue influence or bias.

Local Members not on Planning Committee wishing to know when applications in their wards are coming to Committee

Unfortunately the system does not allow for such direct notification. However local members or their support staff can register on Public Access and receive alerts when the status of an application changes. For example, when the case officer puts in the recommendation, the status changes from Pending Consideration to Pending Decision. This means that the application will appear on a Sub-Committee agenda in the next few weeks. Members/support staff can also register on the Council website for alerts when the Sub-Committee papers are published and are able to see if applications in their wards are on the agenda.

Minutes of meetings between planners and applicants should be available on Public Access

This is not recommended. Such meetings form part of the ongoing assessment process which is not complete until the decision is taken. In addition, as noted above, the sub-committee's role is to evaluate and decide on the proposal before it, not the process leading up to it.

Meetings between sub-committee members and applicants/third parties

If members have attended meetings or had discussions with applicants or third parties regarding applications that have been submitted, they should consider the advice on taking decisions on quasi-judicial or regulatory applications in the Councillors Code of Conduct when deciding if they should take part in the proceedings.

The sub-committee's decision

To ensure full transparency, it is important that the public are clear on the decision when it is taken. It is recommended that the clerk should routinely state what the decision is at the end of each item. If a vote is taken, it is important that the public know how individual sub-committee members have voted. In the longer term, this will be dealt with by electronic voting. In the short-term it is recommended that members keep their hands raised for a few moments until the vote has been captured on the webcast.

All planning permissions should have appropriate conditions and informatives attached. When the sub-committee wishes to grant permission contrary to the officer's recommendation, the Convener should consult the planning officer present and confirm whether conditions and informatives can be provided during the meeting (or following a short adjournment) or whether the application should be continued to the next meeting in order to allow suitable conditions to be drafted.

There has been an increase in the number of hearings which has meant that processing targets have been missed

Hearings should be the exception rather than the rule. To make best use of time and resources it is recommended that the sub-committee should adopt the same criteria as officers when considering the need for a hearing. These are:

- Where an application raises important land use, conservation, design or residential amenity issues contrary to the development plan and which is recommended for approval;
- where the degree of public interest is substantial, as measured by the range and substance of material representations, rather than only the volume; and
- where the Council has substantial financial or land ownership interests in the proposals, and either of the two criteria above are applicable.

Time slots at hearings

To make best use of time, it is recommended that the time for community councils to speak should revert to five minutes like other parties. This was the previous arrangement. It should be sufficient as the sub-committee already has their written comments and the main purpose of the hearing is to allow the committee to question speakers.

In addition, it is proposed that the sequence of presentations be amended so that Ward Councillors speak after Other Parties and before the Applicant. This ensures that the applicant has an opportunity to respond if any new issues are raised. It is proposed that the following order of speakers at hearings is adopted:

- Head of Planning and Transport
- Community Council
- Key Stakeholders
- Ward Councillors
- Applicant

MPs, MEPs or MSPs speaking at hearings

Substitutes or representatives of MPs, MEPs or MSPs invited to take part in hearings are not permitted as the purpose of a hearing is for the sub-committee to hear from, and question, interested parties.

Section 75 Agreements and legacy cases

Performance in concluding Section 75 Agreements and reducing legacy cases will be included in the six-monthly report.

Planning Committee

10.00am, Thursday, 25 February 2016

SESplan Governance Review and 2016/17 Operating Budget

Item number	7.1
Report number	
Executive/routine	
Wards:	All

Executive summary

The purpose of this report is to invite Committee to support proposed changes to SESplan's governance framework and refer them to full Council for ratification. Committee is also asked to ratify SESplan's 2016/17 operating budget and approve the payment of £46,550 as this Council's contribution.

The purpose of the amendments to governance is to expedite plan preparation and clarify governance arrangements.

SESplan operating costs for financial year 2016/17 are £286,336. Costs will be met by equal contributions from member authorities totalling £279,300 and the shortfall made up from reserves and other income.

Links

Coalition pledges	P8 , P30
Council outcomes	CP10
Single Outcome Agreement	SO1

SESplan Governance Review and 2016/17 Operating Budget

Recommendations

- 1.1 It is recommended that the Committee:
- supports proposed changes to SESplan's governance framework and refers them to full Council for ratification; and
 - ratifies SESplan's 2016/17 operating budget and approves the payment of £46,550 as this Council's contribution.

Background

- 2.1 SESplan is the Strategic Development Planning Authority for Edinburgh and south east Scotland. It comprises six councils: City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian. SESplan operates through a Joint Committee made up of two members from each constituent council and is responsible for preparing a strategic development plan (SDP) for south east Scotland.
- 2.2 The governance of SESplan is set out in its Constitution, Scheme of Delegation and Financial Rules. This framework was established by the SESplan Joint Committee in August 2008 and subsequently ratified by the six member authorities. At that time, it was agreed to keep these arrangements under review. The SESplan scheme of delegation requires that any amendments approved by the SESplan Joint Committee are referred to the six councils for ratification. In Edinburgh, the authority to ratify any changes lies with full Council.
- 2.3 The costs of running SESplan are set out in the Operating Budget. SESplan financial rules require that this is ratified by member authorities.

Main report

Constitution, Scheme of Delegation and Financial Rules

- 3.1 SESplan's constitution, scheme of delegation and financial rules have been reviewed. On 14 December 2015, the SESplan Joint Committee agreed to amend each of the three documents and, as required by the constitution, refer the proposed changes to the constituent councils for ratification.

- 3.2 The context for the review, the proposed amendments in detail and their reasoned justification are set out in the SDP Manager's report to the Joint Committee, on 14 December 2015 (Appendix 1). This includes the revised versions of the three governance documents.
- 3.3 At its meeting on 18 November 2013, the Joint Committee agreed that, to provide greater continuity to the process of preparing the SDP, it would be helpful if the Convenership and Vice Convenership of the Committee ran for two years rather than one, as specified in the Constitution. It was noted also that, in terms of SDP2, this would broadly accord with key stages in the preparation process leading to submission of the Proposed Plan to Ministers in early 2017. The amendments proposed to Section 5 of the Constitution formalise the arrangements for the rotation of these roles every two years.
- 3.4 The Scheme of Delegation notes that all major decisions on SDP content must be ratified by all six member councils and specifies that decisions to approve the Main Issues Report, Proposed Plan and modifications to the Proposed Plan must be ratified. The need for ratification does, however, reduce the scope to manage the timetable. Reducing the situations in which ratification is required could enable the timely progress of the plan and associated documents and bring efficiencies in terms of SESplan and member authorities' resources.
- 3.5 The proposed Scheme specifies that the Joint Committee may approve the publication of Supplementary Guidance for consultation. Any Supplementary Guidance which is to be prepared must be specifically identified in the approved plan and must be limited to the provision of further information or detail in respect of policies or proposals set out in the plan. Such guidance must be consistent with the approved plan. The decision to adopt the Supplementary Guidance following consultation would continue to require ratification by the member authorities.

2016/17 Operating Budget

- 3.6 The SESplan operating budget for 2016/17 was approved by SESplan Joint Committee on 14 December 2015, subject to ratification by the six member councils. The SESplan report and the operating budget itself are appended to this report (Appendix 2). It is estimated that SESplan's fixed costs - mainly salaries, accommodation and IT - will be £264,336. Variable costs, made up of technical support and a 10% contingency, total £22,000. The estimated total costs for the financial year 2016/17 are therefore £286,336. This will be funded from member contributions of £279,300, sales and interest from SESplan's revenue balance totalling £1,250 and £5,786 from reserves.

- 3.7 Each member authority is liable for one sixth of the annual Operating Budget. Contributions take into account cyclical changes to variable costs related to the development plan cycle. In anticipation of savings in 2014/2015, including accommodation costs following the relocation of the core team, the Joint Committee agreed that a target of 5% savings on the contribution at that time, of £49,000 per member authority, would be set for 2014/15. This was equivalent to a £2,450 reduction in member authorities' annual contributions and this was refunded to members in 2014/2015. It was agreed that SESplan's costs continue at the reduced level set in 2014/15 and it is proposed that contributions continue to be maintained at £46,550 per annum over the next three years.
- 3.8 SESplan Financial Rules state that member authority contributions are to be in place by the end of April each year.

Measures of success

- 4.1 Clarification of governance arrangements for SESplan Joint Committee.
- 4.2 Sufficient funding in place to progress the Strategic Development Plan at a rate which provides an up to date policy context for the Local Development Plan.

Financial impact

- 5.1 There are no direct financial impacts associated with the governance changes.
- 5.2 The Council is required to make a contribution of £46,550 towards the SESplan operating costs. The sum will be paid from the approved revenue budget for 2016/17 to Fife Council, the authority responsible for administering SESplan's budget.

Risk, policy, compliance and governance impact

- 6.1 Amendments agreed by the Joint Committee clarify governance arrangements but do not compromise the constituent councils' democratic oversight role.
- 6.2 There are risks to the strategic development plan (SDP) process if sufficient funding is not available to progress the SDP at a rate which provides up to date strategic planning policy context for the timeous progression of the Local Development Plan. The risks associated with this area of work are significant in terms of finance, reputation, and performance in relation to the statutory duties of the Council as Planning Authority, Roads Authority and Education Authority. The identified operating budget should ensure timeous progress of the SDP.

Equalities impact

- 7.1 An Equalities and Rights Impact Assessment has been carried out. There is no equalities impact arising from this report.

Sustainability impact

- 8.1 There is no sustainability impact as a result of this report.

Consultation and engagement

- 9.1 No consultation has been undertaken in relation to the preparation of this report.

Background reading/external references

[SESplan Scheme of Delegation, Constitution and Financial Regulations](#)

Paul Lawrence

Executive Director of Place

Contact: Lindsay Robertson, Senior Planning Officer

E-mail: lindsay.robertson3@edinburgh.gov.uk | Tel: 0131 469 3932

Links

Coalition pledges	P8 - Make sure the city's people are well-housed, including encouraging developers to built residential communities, starting with brownfield sites P30 - Continue to maintain a sound financial position including long-term financial planning
Council outcomes	CP10 - A range of quality housing options CP12 - A built environment to match our ambition
Single Outcome Agreement	SO1 - Edinburgh's economy delivers increased investment, jobs and opportunities for all
Appendices	Appendix 1: SDP Manager's report to 14 December 2015 SESplan Joint Committee - SESplan Governance Review Appendix 2: SDP Manager's report to 14 December 2015 SESplan Joint Committee – Finance

For Decision	✓
For Information	

ITEM 10 – SESPLAN GOVERNANCE REVIEW

Report by: Ian Angus, SDP Manager

Purpose

This report introduces proposed amendments to SESplan's Constitution, Scheme of Delegation and Financial Rules to accord with decisions of the Joint Committee, clarify and update details in these documents. The current governance documents are available on the [SESplan website](#). The report also proposes the adoption of Standing Orders to assist in the management of the operation of the Joint Committee.

Recommendations

It is recommended that the SESplan Joint Committee:

- Approve the amendments to the SESplan Constitution as set out in Appendix 1 and incorporated in the Constitution attached as Appendix 2 to this report;
- Approve the proposed amendments to the Scheme of Delegation, as set out in Appendix 1 and incorporated in the Scheme of Delegation attached as Appendix 3 to this report;
- Approve the proposed amendment to the Financial Rules, as set out in Appendix 1 and incorporated in the Financial Rules attached as Appendix 4 to this report;
- Refer the amendments to the SESplan Constitution, the Scheme of Delegation and Financial Rules (a, b and c above) to the constituent Councils for ratification;
- Remit the Clerk to prepare a revised Constitution and Scheme of Delegation for execution by the SESplan constituent Councils on the amendments being duly ratified; and
- Adopt the draft Standing Orders, as set out in Appendix 5 to this report.

Resource Implications

The changes proposed would result in a reduction in member and officer time required to deal with ratification processes.

Legal and Risk Implications

All risks are detailed in the SESplan Risk Register and reported to Joint Committee on an annual basis.

Policy and Impact Assessment

No separate impact assessment is required.

1. Background

- 1.1 The governance of SESplan is set out in its Constitution, Scheme of Delegation and Financial Rules. This framework was established by the SESplan Joint Committee in August 2008 and subsequently ratified by the six member authorities. At that time, it was agreed to keep these arrangements under review. Any changes to the three documents must be agreed by the six member authorities. At its meeting on 5 December 2011, the Joint Committee agreed amendments to the Constitution, Scheme of Delegation and Financial Rules to facilitate the timeous progress of the SDP and to adopt more proportionate financial reporting requirements. These amendments were ratified by all member authorities. The documents, as amended, are available at the [SESplan website](#).
- 1.2 On 18 November 2013, the Joint Committee agreed the appointment of the Convener and Vice Convener for 2014 and 2015. This report proposes amendments to the Constitution to formalise this cycle. Consideration of this matter also offers an opportunity to update and clarify other details within the Constitution, Scheme of Delegation and Financial Rules.

2. Constitution, Scheme of Delegation and Financial Rules

- 2.1 The amendments proposed to the Constitution, Scheme of Delegation and Financial Rules and the reasons for making these are summarised in Appendix 1 to this report. The most significant amendments relate to the rotation of the Convenership and Vice Convenership and a clarification regarding requirement for the ratification of decision to publish draft Supplementary Guidance for consultation.
- 2.2 At its meeting on 18 November 2013, the Joint Committee agreed that, to provide greater continuity to the process of preparing the SDP, it would be helpful if the Convenership and Vice Convenership of the Committee ran for two years rather than one, as specified in the Constitution. It was noted also that, in terms of SDP2, this would broadly accord with key stages in the preparation process leading to submission of the Proposed Plan to Ministers in early 2017. The amendments proposed to Section 5 of the Constitution formalise the arrangements for the rotation of these roles every two years.

- 2.3 The Constitution specifies that all major decisions about the content of the Strategic Development Plan, with the exception of the submission of the Proposed Plan to Ministers when no Modifications are proposed, must be ratified by each of the six member authorities. The Joint Committee is to agree a Scheme of Delegation with the member authorities which defines the nature and amount of authority delegated from the councils to the Joint Committee. The Scheme of Delegation is to be kept under review and can only be amended with the agreement of the member authorities.
- 2.1 The Scheme of Delegation notes that all major decisions on SDP content must be ratified by all six member councils and specifies that decisions to approve the MIR, Proposed Plan and modifications to the Proposed Plan must be ratified. The ratification of a Joint Committee decision relating to the SDP takes 4 - 6 weeks but SESplan Core Team resources are applied to other aspects of the project throughout the period, reducing the impact on the programme. The need for ratification does, however, reduce the scope to manage the timetable, for example around council recesses, and requires resources of the member authorities. Reducing the situations in which ratification is required could enable the timely progress of the plan and associated documents and bring efficiencies in terms of SESplan and member authorities' resources.
- 2.2 It is considered that decisions to approve the Main Issues Report, Proposed Plan and modifications to the Proposed Plan are major decisions on SDP content and it would not be appropriate to extend delegation to include these at this time. It is proposed however that the Scheme specifies that the Joint Committee may approve the publication of Supplementary Guidance for consultation. Any Supplementary Guidance which is to be prepared must be specifically identified in the approved plan and must be limited to the provision of further information or detail in respect of policies or proposals set out in the plan. Such guidance must be consistent with the approved plan. The decision to adopt the Supplementary Guidance following consultation would continue to require ratification by the member authorities.
- 2.3 While maintaining member authorities' control of the process, there are potential efficiencies to member authorities and the Core Team in reducing the requirement for the ratification of Joint Committee decisions, for example ratification of the decision to publish a Main Issues Report for consultation. Control could be maintained, for example, by enabling the triggering of a ratification cycle by any member at any stage before and including the

relevant meeting of the Joint Committee. The potential for efficiencies will arise in the preparation of the MIR for SDP3, estimated to be in 2019 - 2020.

- 2.4 It is noted also that, at this stage, the outcome of the current review of the planning system in Scotland is unknown but may necessitate a review of the governance of the SDPA. In this context, it is proposed that the Scheme of Delegation continues to be kept under review.

3. Standing Orders

- 3.1 In common with those of the other SDPAs, SESplan's constitution enables the Joint Committee to adopt Standing Orders but, to date, SESplan has not done this. Each of the other SDPAs has adopted such regulations to assist in clarifying the arrangements for the management of their business. For the same reason, it is recommended that the Joint Committee adopt Standing Orders as set out Appendix 5, attached to this report.

4. Conclusions

- 4.1 SESplan's Constitution must be updated to amend the arrangements for the rotation of the Convener and Vice Convenership of the Joint Committee to accord with the decision of the Joint Committee on this matter. This allows the Joint Committee the opportunity to clarify and update other, more detailed aspects of the Constitution, Scheme of Delegation and Financial Rules. It will be helpful also to take the opportunity to adopt Standing Orders to assist in the management of the operation of the Joint Committee.

Appendices

- Appendix 1 Proposed amendments to the SESplan Constitution, Scheme of Delegation and Financial Rules
- Appendix 2 SESplan Constitution including amendments 14 December 2015
- Appendix 3 SESplan Scheme of Delegation including amendments 14 December 2015
- Appendix 4 SESplan Financial Rules including amendment 14 December 2015
- Appendix 5 SESplan Standing Orders

Report Contact ian.angus@sesplan.gov.uk / 01506 28288

Report Agreed By: Ian Angus, SDP Manager

Author Name: Ian Angus, SDP Manager

APPENDIX 1 – Proposed amendments to the SESplan Constitution, Scheme of Delegation and Financial Rules

Proposed amendments to the SESplan Constitution, Scheme of Delegation and Financial Rules

Constitution		
Paragraph	Amendment	Reason
1.3d	Remove reference local plans.	Updating to accord with statute.
1.3f	Replace reference to 'structure plans' with 'development plans'.	Updating to accord with statute.
1.3g	Replace 'strategies in structure plans or the SDP' with 'the spatial strategy of the SDP'.	Updating to accord with statute.
1.3g	Delete 'according to a Scheme to be agreed by Member Councils'.	Updating to accord with the SESplan Project Board decision on 2 November 2012 that the principles should be reflected in the roles and responsibilities of the Project Board, Operational Group and Core Team but that there should not be a scheme or 'code'. Note – the currently adopted Constitution is inconsistent in its use of 'code' and 'scheme'.
3.1	Delete.	This paragraph repeated what is established in statute, that the Joint Committee will be advisory only but its advice and decisions will be considered by the member authorities.
3.4	Remove para 3.4, which referred to Edinburgh and Lothians Structure Plan Joint Liaison Committee.	Updating to reflect the superseding of the Structure Plan by the approved SDP and the dissolution of the Joint Liaison Committee.
5.1-5.2 and 5.4-5.5	Amendments to establish a rotation of the Convenership and Vice Convenership of the Joint Committee once every two years.	Updating to accord with the decision of the Joint Committee on 18 November 2013.
9.7	Remove reference to amendments to the 'Code of Practice'.	Updating to accord with the SESplan Project Board decision on 2 November 2012 that the principles should be reflected in the roles and responsibilities of the Project Board, Operational Group and Core Team but that there should not be a scheme or 'code'.
14.1	Remove reference to the review of the 'Code of Practice'.	Updating to accord with the SESplan Project Board decision on 2 November 2012 that the principles should be reflected in the roles and responsibilities of the Project Board, Operational Group and Core Team but that there should not be a scheme or 'code'. Note – The amended Constitution retains the role of the Joint Committee to comment on planning applications referred to it by Member Councils.

Scheme of Delegation		
Paragraph	Amendment	Reason
2.3h	Remove references to consultation 'code of practice' but retain delegation to the Joint Committee to advise on planning proposals referred to the Joint Committee by member authorities.	Clarification and to accord with amendment to para 1.3g, 9.7 and 14.1 of Constitution.
2.3i	Remove reference to 'local plans'.	Updating to accord with statute.
2.3k - New	Add 2.3k: 'Approving draft statutory Supplementary Guidance prepared in accord with the SDP for consultation'	To delegate the power to the Joint Committee to approve draft Supplementary Guidance for consultation without the requirement for ratification of that decision by Member Councils.
2.3l	Replace 'Adoption of the Action Programme' with 'Adoption and updating the Action Programme'.	Clarification.
2.5	Insert 'following the statutory period for representations' following 'any modifications' in first sentence	Clarification.
2.4 – 2.6A	Amendments to clarify text.	Clarification. There is no change in the substance of the section.
3.1a	Replace 'Recruitment below the management level' with 'Recruitment of the Strategic Development Plan Manager and project team'.	Clarification of increased delegation to the Project Board and to reflect practice.

Financial Rules		
Paragraph	Amendment	Reason
Audit	Amend to confirm that SESplan audit will be completed by independent auditor.	Update to accord with a statutory requirements.

APPENDIX 2 – SESplan Constitution including amendments 14 December 2015

Edinburgh and South East Scotland Strategic Development Plan Joint Committee: Constitution

1 Strategic Development Planning Authority Duties, Objectives and Powers

- 1.1 The following planning authorities comprise the Strategic Development Planning Authority (“the Authority”) for the Edinburgh city region: the City of Edinburgh Council, East Lothian Council, Fife Council, Midlothian Council, Scottish Borders Council and West Lothian Council. This group of authorities has a statutory duty under section 4 of the Planning etc. (Scotland) Act 2006 (“the Act”) to work together and prepare, and keep under review, a Strategic Development Plan (SDP) for the Edinburgh city region.
- 1.2 The Statutory duties of the Authority are to
 - a) submit to Scottish Ministers, within a period of three months from designation as an SDPA, a plan showing the proposed boundary of the SDP area, with a justification statement as required by Section 5 of the Act;
and,
 - b) prepare, monitor and keep under review a Strategic Development Plan for the strategic development area.
- 1.3 Its other aims shall be to:
 - c) agree programmes of joint working to deal with matters arising from the above;
 - d) advise and make recommendations to the six Member Councils on conformity of local development plans with the Strategic Development Plan and on other issues arising from the statutory duties;
 - e) liaise with and make representations to central Government, Scottish Enterprise and other bodies and agencies as necessary on matters of relevance to strategic planning in the SDP area;

- f) respond to and comment on development plans, planning applications and other development proposals submitted to the Joint Committee for comment by adjoining non-Member Councils;
- g) receive reports from the Member Councils on development management matters that raise significant issues for the spatial strategy of the SDP, or would have significant cross-boundary impacts; and
- h) take such other action as may be necessary from time to time to sustain the policies contained in the SDP.

1.4 The Authority is empowered to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of these aims and objectives. Unlike Regional Transport Partnerships, primary and secondary legislation confers no independent powers to SDPAs. Specifically, the SDPA has no legal power to borrow money, give grants, employ staff, acquire land or enter into contracts. Where these are necessary, a constituent council will perform these functions on behalf of the SDPA.

2 The Joint Committee

2.1 The duties of the Authority will be carried out by a joint committee of members representing the constituent authorities. This will be called the Edinburgh and South East Scotland Strategic Development Plan Joint Committee (“the Joint Committee”). The following provisions set out a constitution for the Joint Committee.

3 Joint Committee Constitution

3.1 The Joint Committee shall have twelve members, to be appointed from the members of the six Member Councils. Each Member Council shall appoint two members to the Joint Committee.

3.2 The “constituent authorities” means the City of Edinburgh Council, East Lothian Council, Fife Council, Midlothian Council, Scottish Borders Council and West Lothian Council.

4 Appointment of Members by Member Councils

4.1 Each of the Member Councils shall appoint members to the Joint Committee and such members shall stay in office until re-appointed or replaced by the Member Councils. Each of the Member Councils, following an Ordinary Election, shall as soon as practicable appoint or re-appoint members.

- 4.2 A local authority member shall cease to be a member of the Joint Committee when he or she ceases to be a member of the constituent council which appointed him/her or on the appointment of another member in his/her place.
- 4.3 The Joint Committee shall have the ability to co-opt additional non-voting members to represent other interests or provide specialist expertise, for example a representative from the regional transport partnership.

5 Appointment of Convener and Vice-Convener

- 5.1 The Joint Committee shall be convened and chaired by one authority, which said role will commence on January 1 of the relevant year. The role will rotate every two years. The sequence of rotation of this role will be alphabetical by Council, unless otherwise determined by the Joint Committee.
- 5.2 The Joint Committee shall, at its final meeting in the second year of the Convenor's term of office appoint a Convener from the Committee members representing the authority which will next convene and chair the Joint Committee, to hold office for two years.. The Joint Committee shall appoint a Vice-Convener from the Committee members representing the authority to next take on the role of convening and chairing the Joint Committee, to hold office for two years.
- 5.3 The Convener, (or in his/her absence, the Vice-Convener) shall preside at any meeting. In the absence of (both) the Convener and the Vice-Convener, the members shall appoint another member to chair the meeting.
- 5.4 The administration of the Joint Committee will be the responsibility of the authority convening and chairing the Joint Committee.

6 Substitution

- 6.1 Any member of the Joint Committee may be represented by another member of the same authority.
- 6.2 A person appointed as a substitute shall have the same powers at the meeting as the member whom he or she is representing.

7 Vacancies

- 7.1 Where a casual vacancy occurs the Member Council shall appoint a new member.

- 7.2 Where a vacancy occurs in the case of the Convener, the Vice-Convener shall assume the office of Convener until the anticipated expiry of the outgoing Convener's term of office.
- 7.3 Where a vacancy occurs in the case of the Vice-Convener, the Joint Committee shall appoint a replacement until the anticipated expiry of the outgoing Vice-Convener's term of office.
- 7.4 The proceedings of the Joint Committee shall not be invalidated by any vacancy or vacancies amongst members or any defects in the method of appointment of any of its members.

8 Quorum

- 8.1 The quorum of the Joint Committee shall be four, provided that not less than three Member Councils are represented.

9 Meetings

- 9.1 The Joint Committee shall meet not less than 2 times per year.
- 9.2 The Convener, in consultation with senior officers of the Member Councils shall fix the date, time and place of meetings, subject to any previous agreement by the Joint Committee.
- 9.3 A member council can request a special meeting in exceptional circumstances where a matter requires to be considered by the Joint Committee sooner than the schedule permits.
- 9.4 Meetings shall be held in public and the Local Government (Access to Information) Act 1985 shall apply.
- 9.5 All matters coming before the Joint Committee shall be decided by the majority of members present and voting thereon. In the case of equality of votes, the person presiding at the meeting will have a second or casting vote, except in the case of appointment of members, in which case the decision shall be by lot.
- 9.6 The Joint Committee, on simple majority, shall have the power to make representation on strategic planning matters and related issues to Member Councils or, where appropriate, the Scottish Government and other organisations. Documents can be published, and evidence given, in the name of the Joint Committee with the agreement of all Member Council. Individual councils have the right to separately put forward contrary views.

- 9.7 The Joint Committee shall have the power to adopt standing orders regulating its business.
- 9.8 Senior officers of each authority will have the right to submit individual reports and recommendations to the Joint Committee.

10 Professional Support

- 10.1 Professional support for the work of the Joint Committee shall be provided by a Strategic Development Plan Manager and a small dedicated team of officers. The SDP Manager will be managed by a project board comprising senior officers from each of the Member councils. Its duties shall include agreeing reports to be presented to the Joint Committee.
- 10.2 From time to time, planning officers and technicians in the Member Councils may be required to provide professional and technical support to the work of the small dedicated team.
- 10.3 The Member Councils shall use their reasonable endeavours to meet any request from the Joint Committee or the SDP Manager for the secondment of appropriate/relevant staff to help prepare, monitor and review the SDP. Any such secondment will be on terms as may be agreed between the Member Council and the Joint Committee.

11 Financial Arrangements

- 11.1 The Joint Committee shall have no dedicated budget of its own. Financial support will be provided by the Member Councils on the basis of an equal, one-sixth share of all costs incurred in relation to the Joint Committee and its operations.
- 11.2 The level of financial devolution will be kept under review by the Joint Committee and can be amended with the agreement of all Member Councils.
- 11.3 For employment law purposes and to aid financial accountability, one SDPA Member Council will act as the employing authority, to be agreed by the Member Councils. The Member Councils will pay to that council one-sixth of the total costs reasonably incurred by it in connection with employing the dedicated team.
- 11.4 Financial contributions from the constituent authorities to the work of the Joint Committee generally, not including dedicated team staff costs, will be channelled through one council, to be agreed by the Member Councils.

12 Scheme of Delegation

- 12.1 The Joint Committee will agree a Scheme of Delegation with the Member Councils. This will define the nature and amount of authority delegated from those councils to the Joint Committee, and from the Joint Committee to officers.
- 12.2 All major decisions, for example about the content of the Strategic Development Plan, but with the exception of submission of the Proposed Plan to Scottish Ministers when no Modifications are proposed, will require to be ratified by each of the six constituent member authorities. The level of delegated authority to the Joint Committee from Member Councils, and from the Joint Committee to officers, shall be governed by a separate Scheme of Delegation to be agreed by the councils.
- 12.3 The Scheme of Delegation will be kept under review by the Joint Committee and can only be amended with the agreement of all the Member Councils.

13 Commencement and Variation

- 13.1 This constitution shall be deemed to have commenced on xxxx (*date to be added on date of execution*) and may be varied only by the agreement of all the Member Councils.

14 Consulting on Planning Proposals

- 14.1 The Joint Committee shall have an advisory role in relation to planning proposals referred to it by Member Councils.

15 Annual Report

- 15.1 The Joint Committee will prepare an annual report on its work to each of the Member Councils on or around 31 August each year.

APPENDIX 3 – SESplan Scheme of Delegation including amendments 14 December 2015



The Strategic Development Planning Authority
for Edinburgh and South East Scotland

1.0 SCHEME OF DELEGATION

Powers delegated in this scheme must be carried out within the financial parameters set out by the separate minute of agreement on finance.

1.1 Commencement of the Scheme

The scheme shall commence and have effect as from xxxx (*date of execution to be added*).

1.2 The Interpretation of the Scheme

In the scheme the following words shall have the meanings assigned to them, that is to say:-

Member Councils are the City of Edinburgh, East Lothian, Fife, Midlothian, Scottish Borders and West Lothian Councils;

2006 Act means the Planning etc. (Scotland) Act 2006;

“SESplan” means the Strategic Development Planning Authority for Edinburgh and South East Scotland;

“Officer” means an official carrying out a function of SESplan, whether the project board or its appointees, directly employed, seconded or otherwise.

1.3 Alteration of Scheme

This scheme of delegation will be kept under review and can be amended with the agreement of all Member Councils.

2.0 DELEGATION FROM MEMBER COUNCILS TO SESPLAN

2.1 Member Councils delegate to the joint committee (“SESplan”) the power to discharge the following functions conferred by the 2006 Act on the Member Councils as joint SDPA authorities.

2.2 This delegation does not prevent any or all the member councils from discharging those statutory functions.

2.3 Delegation covers:

- a) Approving responses to relevant consultations from other bodies;
- b) Managing work on SDP preparation, monitoring and review;
- c) Initiating public consultation and stakeholder engagement;
- d) Setting a programme for relevant studies to assist in the preparation of the SDP;
- e) Recruiting and managing staff in the SDP project team;
- f) Arrangements for team premises;
- g) Authorising spending within the financial parameters set out by the separate agreement on finance;
- h) Advising on planning proposals referred to the Joint Committee by member councils;
- i) Advising and making recommendations to the Member Councils on conformity of local development plans with the strategic development plan;
- j) Approving background documents to the Strategic Development Plan including background technical papers, Equalities Impact Assessment, Schedule of Responses to the Main Issues Report, Monitoring Statement and the Development Plan Scheme;
- k) Approving draft statutory Supplementary Guidance prepared in accord with the SDP for consultation; and
- l) Adopting and updating the Action Programme.

2.4 Reports will be submitted to individual Member Councils, for information only, on substantive decisions taken and action authorised under delegated authority.

2.5 At the stage of submitting the Proposed Plan to Scottish Ministers the Joint Committee can decide, following consideration of representations received during the statutory period for representations, to submit the Proposed Plan without making any modifications. In addition to those functions listed at 2.3 above, where, and only where, the Joint Committee decide to make no changes, then the Joint Committee is authorised under delegated authority to submit the Proposed Plan and Summary of Unresolved Issues directly to Scottish Ministers without requiring the decision to be ratified by the Member Councils.

2.6 Other than those matters detailed in 2.3 and 2.5 above, and that matter detailed in 2.6A below, all other major decisions on SDP content will require to be ratified by all six Member Councils.

2.6A When the proposed plan is to be submitted to Scottish Ministers, the 2006 Act allows one or more Member Council to set out alternative proposals, along with their reasons for those alternatives. Therefore when the proposed plan is being submitted to Ministers (otherwise than in accordance with paragraph 2.5 above) ratification by at least four out of the six Member Councils will be required to allow the proposed plan to be submitted to Ministers

2.7 **Urgent Matters**

Where urgent decisions are required to be taken and do not fall within the scope of delegation to SESplan, Member Councils will convene special committee meetings, if necessary, to ensure that decisions can be made timeously and to prevent delay to the preparation of the SDP.

2.8 **Disputes**

If SESplan fails to reach consensus on matters delegated to it, then the matter will be referred to individual Member Councils. This provision does not apply in the circumstances of para 2.5 above.

3.0 **DELEGATION FROM SESplan TO OFFICERS**

3.1 SESplan delegates to officers:

- a) Recruitment of the Strategic Development Plan manager and project team, so long as such posts are within the approved structure and budget
- b) Day to day management of staff in the SDP project team

- c) Liaison with and representation of SESplan to central government and other bodies as necessary on matters relating to the SDP area
- d) Implementation of financial resources as authorised by SESplan
- e) Preparation of SDP up to drafting main stage outputs:
 - i. Preparation of main issues report and supporting documents – subject to approval by SESplan, and ratification by all Member Councils.
 - ii. Preparation of proposed plan – subject to approval by SESplan, and ratification by Member Councils
 - iii. Modification of proposed plan – subject to approval by SESplan and ratification by all Member Councils
- f) Initiation and management of consultation exercises subject to agreement of SESplan
- g) Responding to relevant consultations from other bodies
- h) Commissioning studies to assist in the preparation of the SDP

3.2 The provisions of the scheme of delegation to officers are intended to assist in the efficient and effective management of SESplan's activities. Officers must pay due regard to the need for appropriate periodic reporting of delegated decisions to SESplan.

3.3 **Urgent Matters**

Where urgent decisions are required to be taken to allow work on the SDP to progress and they do not fall within the scope of delegation to officers, SESplan will, if necessary, convene a special committee meeting.

APPENDIX 4 –SESplan Financial Rules including amendments 14 December 2015

SESplan FINANCIAL RULES

General

These rules apply to the operation of SESplan's finances. SESplan is the strategic planning authority for Edinburgh and South East Scotland. Its membership comprises East Lothian Council, City of Edinburgh Council, Fife Council, Midlothian Council, Scottish Borders Council and West Lothian Council ("the member councils").

All transactions will be conducted in accordance with Fife Council's regulations, schemes and procedures.

Partner Liability

Fife Council, as Lead Authority, will adopt the role of "Partnership Banker" and will pay all legitimate approved expenditure including staffing & premises costs and hold all partnership balances which will be carried forward to the next financial year, unless agreed otherwise by the Joint Committee.

Fife Council will ensure that any monies that it receives on behalf of SESplan under its role as 'Partnership Banker' are clearly identified within its accounts and recorded separately from the rest of the Council's finances. Interest charged/accrued on any credit or debit on the SESplan budget will be retained within the identified SESplan accounts.

All partner authorities are liable equally for all legitimate approved expenditure and any other liabilities incurred. All partner authorities also have equal ownership over any SESplan assets.

Fife Council will invoice the other Partner Authorities at the beginning of each financial year to obtain their total annual contribution to the agreed SESplan budget.

This invoice will include VAT at the appropriate rate.

In the event that another partner authority incurs legitimate approved expenditure directly then they must invoice Fife Council, with VAT, to recover this. This expenditure will then be included in SESplan's costs.

Budget Setting

Operating Budgets for the next financial year should be proposed by the Strategic Development Plan (SDP) Manager, approved by the SESplan Joint Committee and ratified by the member councils by the end of December.

Authorising Expenditure

All expenditure relating to the SESplan budget is the responsibility of the Strategic Development Plan Manager and must be within budgets agreed by the Project Board.

No official may incur any expenditure beyond the agreed SESplan budget unless it has firstly been approved by the Project Board, in accordance with the SESplan Scheme of Delegation.

Suppliers' Invoices

The Strategic Development Plan Manager will be responsible for ensuring that invoices are properly certified for payment and for approving other officers who may authorise invoices and the limits of their authority.

All Invoices must be made out to Fife Council, to ensure payment. Any Invoices that are made out to the partnership directly or any other authority cannot be paid by Fife Council.

External Funding

Any external funding received in connection to the project from Central Government, Local Government and any other sources will be held by Fife Council.

Salaries and Wages

Appointments of all employees shall be made in accordance with the procedures approved by Joint Committee through the SESplan scheme of delegation and accord with the approved establishment, grade and rates of pay.

The processing and payment of salaries and wages shall be done through Fife Council's bureau payroll system.

Legitimate travel, hospitality and other expenses incurred in the course of duty, shall be reimbursed through Fife Council's bureau payroll system.

Audit

Expenditure & income will be recorded within Fife Council's financial ledger and will be audited by an independent auditor under Part VII of the Local Government (Scotland) Act 1973. Fife Council's internal audit service will act as SESplan's internal auditors.

Reporting Requirements

Every SESplan Joint Committee report is required to include the financial consequences of proposals for the current and future years to be stated.

The Treasurer, who will be an identified employee of Fife Council, in conjunction with the Strategic Development Plan Manager, is required to submit detailed monitoring reports to the SESplan Joint Committee **twice a year, with one occasion being at the end of each financial year**. These reports will compare actual expenditure to date and projected/final outturn expenditure with the budget position.

Further Information

For further information regarding these Financial Rules, please contact Lesley Burnie (Finance), Fife Council, Fife House, North Street, Glenrothes, KY7 5LT. Telephone - 03451 555 555 extension 444128. Email - lesley.burnie@fife.gov.uk.

APPENDIX 5 – SESplan Standing orders 14 December 2015

STANDING ORDERS

of

**THE EDINBURGH AND SOUTH EAST SCOTLAND
STRATEGIC DEVELOPMENT PLANNING AUTHORITY
JOINT COMMITTEE**

These Standing Orders shall apply and have effect on and from the day they are adopted by the Joint Committee with such amendments as may be made by the Joint Committee from time to time. These Standing Orders shall also apply, so far as relevant, to Sub-Committees.

PART I

MEETINGS AND PROCEEDINGS OF THE JOINT COMMITTEE

Days and Times of the Meetings

1. (1) The ordinary meetings of the Joint Committee shall be held in accordance with the timetable to be determined by the Joint Committee.
- (2) All other meetings of the Joint Committee shall be held at such place and on such date and at such hour as the Joint Committee may, from time to time, direct.
2. The Convener, or, in his or her absence, the Vice-Convener, may in special circumstances (of which the Convener or the Vice-Convener, as the case may be, shall be the sole judge) alter the date of any ordinary meeting of the Joint Committee.

Special Meetings

3. The Clerk shall call a meeting of the Joint Committee at any time on being required to do so by the Convener or, in his or her absence, the Vice-Convener, or on receiving a requisition in writing for that purpose signed by at least three members of the Joint Committee specifying the business proposed to be transacted at the meeting, which meeting shall be held within fourteen days of receipt of the requisition.

Calling of Meetings

4. (1) Notice of all meetings of the Joint Committee shall be given by the Clerk and the notice shall specify the business proposed to be transacted at the meeting and the order in which such business is to be brought before the meeting.
- (2) Not less than three clear days before a meeting of the Joint Committee a summons to attend the meeting, specifying the business to be transacted thereat and signed by the Clerk shall be left at or sent by post either to the usual place of residence of every member of the Joint Committee or Sub-Committee thereof or (if a member gives notice in writing to the Clerk that he or she desires summonses to be sent to

some address specified in the notice other than his place of residence) to that other address.

- (3) Want of service of a summons on any member of the Joint Committee shall not affect the validity of a meeting of the Joint Committee.

Quorum

- 5. No business shall be transacted at a meeting of the Joint Committee unless four members representing no less than three of the four constituent Councils are present.

Order of Business

- 6. The business of the Joint Committee at an ordinary meeting shall (unless otherwise directed by the Convener who may, at his/her discretion, alter the order of business at any stage) proceed in the following order:-
 - (a) Minutes of the Joint Committee and Committees and Sub-Committees thereof.
 - (b) Ordinary business including business on agenda at the request of members.
 - (c) Matters of urgency of which no previous notice has been given, provided that consideration of any such matters shall be subject to the provisions of Standing Order 7.

Matter of Urgency

- 7. An item of business shall not be considered at a meeting of the Joint Committee unless either:-
 - (a) a copy of the agenda including the item (or a copy of the item subject to exclusion as provided for in terms of Section 50B(2) of the Local Government (Scotland) Act 1973) is open to inspection by members of the public at the offices of the Constituent Authorities for at least three days before the meeting or, where the meeting is convened at shorter notice, from the time the meeting is convened; or
 - (b) by reason of special circumstances, which shall be specified in the minutes, the Convener of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

Convener / Vice Convener

9. A Convener and a Vice-Convener shall be appointed by the members of the Joint Committee at its first meeting. The Convener and Vice-Convener shall not both be persons appointed by the same Council. The Convener, if present, shall preside at meetings of the Joint Committee and in his or her absence the Vice-Convener shall preside. If both are absent another member of the Joint Committee, chosen by the members present, shall preside.

Powers and Duties of Convener

10. It shall be the duty of the Convener:-
- (a) to preserve order, and to ensure that every member of the Joint Committee shall have a fair hearing;
 - (b) to decide all matters of order, competency and relevancy;
 - (c) to decide between two or more members of the Joint Committee wishing to speak by calling on the member who has first caught his or her eye; and
 - (d) to ensure that due and sufficient opportunity is given to members of the Joint Committee who wish to speak to express their views on the subject under discussion.
11. The decision of the Convener on all matters within his or her competency shall be final, and shall not be open to question or discussion.
12. Deference shall at all times be paid to the authority of the Convener. When he or she rises to speak he or she shall be heard without interruption.

Membership

13. (1) With regard to the allocation of places on the Joint Committee, should it be necessary or expedient for any of the constituent authorities to change their nominated representatives at any time, other than at the meeting of the Joint Committee immediately following an election, it shall be competent for such changes to be intimated to the Joint Committee and the change shall have effect from the next meeting of the Joint Committee.

- (2) Notwithstanding the provisions of any Standing Order, it shall be competent for substitutions to be intimated and effected for individual meetings of the Joint Committee.

Suspension of Members

14. If any member of the Joint Committee disregards the authority of the Convener, or obstructs the meeting, or conducts himself or herself offensively at the meeting, such member may be suspended for the remainder of the sitting. A motion to suspend a member shall be made and seconded without discussion and forthwith put to the meeting. Any member of the Joint Committee so suspended shall forthwith leave the meeting and shall not without the consent of the meeting again enter the meeting, and if any member so suspended refuses to leave the meeting when so required by the Convener he or she may immediately by order of the Convener be removed from the meeting by a Joint Committee officer or by any other person authorised by the Convener to remove him/her.

Adjournment

15. (1) In the event of disorder arising at any meeting of the Joint Committee, the person in the chair may adjourn the meeting to a date he or she may fix or which the Convener of the Joint Committee may afterwards fix, and the quitting of the chair by the Convener shall be the signal that the meeting is adjourned.
- (2) The Joint Committee may, at any of their meetings, adjourn the same to such date as they may then fix, failing which as the Convener of the Joint Committee or, in his or her absence, the Vice-Convener, may thereafter fix.
- (3) A motion for the adjournment of the meeting may be made at any time (not being in the course of a speech) and shall have precedence over all other motions. It shall be moved and seconded without discussion, and shall forthwith be put to the meeting.

Reception of Deputations

16. (1) All applications requesting the Joint Committee to receive a deputation shall be in writing, duly signed, addressed and, where possible, delivered to the Clerk at least five clear working days prior to the date of the meeting at which the subject may be considered. Any later requests for deputations to be received shall be reported to the meeting and shall be dealt with in accordance with the provisions of the remainder of this Standing Order.

- (2) An application requesting the Joint Committee to receive a deputation shall in the first instance be submitted to the Joint Committee and the deputation shall, if so resolved, be received and heard by the Joint Committee.
- (3) No deputation exceeding ten in number shall be received by the Joint Committee.
- (4) Not more than two speakers on any deputation shall be heard, and the time allowed to the deputation for speaking shall not exceed seven minutes except at the discretion of the Convener.
- (5) Any member of the Joint Committee may put any relevant question to the deputation, but no member shall express an opinion upon, nor shall the Joint Committee discuss, the subject on which the deputation has been heard, until the deputation has withdrawn.

Order of Debate

- 17. (1) Any member of the Joint Committee desiring to speak at any meeting of the Joint Committee shall indicate accordingly and when called upon shall address the Convener, and direct his/her speech:-
 - (a) to the matter before the meeting by proposing, seconding, or supporting a motion or any amendment relative thereto;
 - (b) to a point of order; or
 - (c) to asking a question.
- (2) A member shall not speak supporting a motion or any amendment until the same shall have been seconded.
- (3) Subject to the right of the mover of a motion to reply, a member shall not speak more than once on the same issue at any meeting of the Joint Committee, except on a point of order, or with the permission of the Convener, in explanation or to clear up a misunderstanding in regard to some material part of his/her speech, in which case he/she shall introduce no new matter.
- (4) The mover of an original motion shall have a right of reply, but he/she shall introduce

no new matter, and, after he/she has commenced his/her reply, no other member shall speak on the issue except as provided in the immediately preceding paragraph of this Standing Order.

Motions and Amendments

18. (1) The import of all motions and amendments shall be stated immediately on their being proposed to the meeting by the mover before being spoken to.
- (2) All amendments must be relative to the motion and after the first amendment has been voted upon, all subsequent amendments must be substantially different from the first amendment.
- (3) In any case where a motion or an amendment has been duly seconded neither the motion nor the amendment, as the case may be, shall be altered in substance or withdrawn without the consent of a majority of the members present.
- (4) Whenever an amendment upon an original motion has been moved and seconded, no further amendment shall be moved until the result of the first amendment has been determined. If an amendment be rejected, further amendments to the original motion may be moved. If any amendment be carried, such amendment shall take the place of the original motion and shall become the motion upon which any further amendments may be moved.

Closure of Debate

19. A motion that the debate be adjourned, or that the question be now put, may be made at any stage of the debate, (not being in the course of a speech), and such motion, if seconded, shall be the subject of a vote without further debate.

Method of Voting

20. (1) The vote of the Joint Committee shall be taken by calling the roll of those present, beginning with the Convener, and the voting shall be recorded in the minutes.
- (2) After the Convener or the Clerk has announced the issue on which the vote is to be taken, no member shall interrupt the proceedings in any way whatsoever (except that, in the case where his or her name has not been called, a member may direct attention to the fact and request that his or her name be called) until the result of the division has been intimated.

- (3) A member who is absent from the meeting when his or her name is called in a division shall be entitled to record his or her vote if he or she enters the meeting before the result of the division has been intimated, provided the attention of the Clerk is directed to the return of such member before the result of the division has been intimated.

Casting Vote

21. Subject to the provisions of any enactment and of any Statutory Order or Instrument the person presiding at a meeting of the Joint Committee shall in the case of an equality of votes have a second or casting vote except where the matter which is the subject of the vote relates to the appointment of a member of the Joint Committee to any particular office or Committee, in which case the decision shall be by lot.

Points of Order

22. (1) Any member of the Joint Committee may, at any meeting of the Joint Committee, speak upon a point of order if he or she does so as soon as it arises, and if he or she states that they are making a point of order and forthwith states the point of order to which they rise.
- (2) The member who is then addressing the Joint Committee shall cease speaking, and the member who makes the point of order shall, when he/she has concluded, also cease speaking. No other member shall be entitled to speak to the point of order raised except by permission of the Convener.
- (3) The Convener shall thereupon decide the question, and, thereafter, the member who was addressing the Joint Committee at the time the point of order was raised shall be entitled (if the ruling permits him or her so to do) to continue to speak, giving effect to the ruling of the Convener.

Inclusion of Business on Joint Committee Agenda at the Request of Members

23. Subject to the provisions of the Local Government (Scotland) Act 1973 any Member of the Joint Committee who wishes brought before the Joint Committee any matter which can be competently considered thereby, shall submit to the Clerk a detailed written statement and notice of the matter not later than five clear working days before the issue of the agenda and papers to Members in order that the Clerk in terms of sections 50B, 50C and 50F of the 1973 Act may determine whether exempt information as included in Schedule 7A to the

said Act is likely to be disclosed. A member whose item is included on an agenda in terms of this Standing Order shall, when that item is rendered, be called upon to speak first.

Alteration or Revocation of Previous Resolution

24. (1) Subject to the provisions of paragraph (2) of this Standing Order, no resolution of the Joint Committee shall be altered or revoked except by a subsequent resolution made by the Joint Committee and arising from a recommendation, involving alteration or revocation, approved by a majority of the members present at a meeting of the Joint Committee. Provided that no resolution shall be altered or revoked within six months of its adoption.
- (2) The alteration or revocation of any resolution of the Joint Committee shall not affect or prejudice any proceedings, action, or liability competently done or undertaken under any such resolution prior to its alteration or revocation.

Admission of Press and Public

25. (1) Subject to paragraphs (2) and (3) of this Standing Order, every meeting of the Joint Committee shall be open to the public and press.
- (2) The public and press shall be excluded from any meeting of the Joint Committee during consideration of an item of business whenever it is likely, in view of the nature of the business, that, if they were present, information would be disclosed which was confidential in terms of Part IIIA of the 1973 Act.
- (3) The Joint Committee may, by resolution, exclude the public and press from any meeting of the Joint Committee during consideration of an item of business whenever it is likely, in view of the nature of the business, that, if they were present, information would be disclosed which falls within one or more of the categories of exempt information in terms of Part IIIA of the 1973 Act.
- (4) A resolution under paragraph 3 of this Standing Order shall:-
- (a) identify the proceedings or the part of the proceedings to which it applies; and
 - (b) state, in terms of the Act the category or categories of exempt information concerned.

Suspension of Standing Orders

26. It shall be competent, subject to the provisions of Standing Order 32(2), for a member of the Joint Committee at any time to move the suspension of any Standing Order as far as applicable which motion shall without any discussion be moved and seconded and be put to the meeting, and the motion shall be held to be carried if supported by a simple majority of those present and voting.

The Ethical Standards in Public Life Etc. (Scotland) Act 2000

27. All members of the Joint Committee shall be guided by the provisions of the Code of Conduct for Councillors.

PART II

CONSTITUTION, MEETINGS AND PROCEEDINGS OF SUB-COMMITTEES

These Standing Orders shall also apply, so far as relevant, to Sub-Committees.

Appointment of Sub-Committees

28. The Joint Committee may, as they shall deem necessary from time to time, appoint Sub-Committees for the fulfilment of any of the functions of the Joint Committee.
29. The Constitution of Standing Sub-Committees shall, so far as is practicable, reflect the geographical balance of the Joint Committee's membership.

Membership of Sub-Committees

Delegation to Sub-Committees

30. Subject to the provisions of the constitution, any enactment and of any Statutory Order, Instrument, or Scheme, the Joint Committee may at any time delegate any function to a Sub-Committee or a Principal Officer of the Joint Committee.

Quorum of Sub-Committees

31. Unless otherwise stipulated by the Joint Committee the quorum of all Sub-Committees shall be four.

PART III

REVISION OF STANDING ORDERS

- (1) Subject to the terms of any enactment and of any Standing Order, Instrument or Scheme, the foregoing Standing Orders may be altered or revoked at any ordinary meeting of the Joint Committee, if at least seven days prior notice of the motion is given to the Clerk and the motion for alteration or revocation is supported by a majority of the Joint Committee present and voting.
- (2) The preceding paragraph of this Standing Order shall not apply to these Standing Orders or portions thereof which incorporate the provisions of Statutes or of Statutory Orders or Instruments which cannot be altered or revoked by the Joint Committee.

For Decision	✓
For Information	

ITEM 8 – FINANCE

Report by: Ian Angus, SDP Manager

Purpose

This Report presents the following for SESplan Joint Committee consideration:

- Expenditure against the approved Operating Budget for 2015 / 2016 up to October 2015;
- Total forecast expenditure against the approved Operating Budget for 2015 / 2016; and
- Operating Budget for 2016 / 2017, 2017 / 2018 and 2018 / 2019.

Recommendations

It is recommended that the SESplan Joint Committee:

1. Notes the expenditure against the approved Operating Budget for 2015 / 2016 up to October 2015 as set out in Appendix 1;
2. Notes the total forecast expenditure against the approved Operating Budget for 2015 / 2016 as set out in Appendix 1;
3. Approves the Operating Budget for 2016 / 2017 as set out in Appendix 1;
4. Notes the Operating Budgets for 2017 / 2018 and 2018 / 2019 as set out in Appendix 1;
5. Agrees that member contributions for financial year 2016 / 2017 will be set at £46,550 (excluding VAT) per authority, payable to Fife Council by the 30 April 2016; and
6. Notes that Member Authorities will be required to ratify the approval of the Operating Budget for 2016 / 2017 at Recommendation 3 of this Report and to make their required contributions by the due date.

Resource Implications

As set out below and in Appendix 1.

Legal and Risk Implications

There are risks to the process if sufficient funding is not available to progress the Strategic Development Plan (SDP) at a rate which provides up to date strategic planning policy context for the timeous progression of the member authorities' Local Development Plans (LDP), as is required by the relevant legislation. All risks and responses to these are detailed in the SESplan Risk Register and reported to Joint Committee on an annual basis.

Policy and Impact Assessment

No separate impact assessment is required.

1. Operating Budget 2015 / 2016

Monitoring Expenditure to Date

- 1.1 The Annual Audit identified one action related to the presentation of financial monitoring reports to the Joint Committee. This was identified as a risk as the Joint Committee may not be fully informed of the ongoing financial position and emerging financial risks of the Authority. It was agreed at the 28 September meeting of the Joint Committee that detailed financial monitoring reports would be submitted for Committee consideration twice a year with one occasion being at the end of each financial year. This Report therefore notes the total expenditure to October 2015 of £151,014 against the approved Operating Budget for 2015 / 2016 of £300,874 (See Appendix 1).
- 1.2 To date spend on variable costs totals around £25,917. Expenditure on technical support to date includes amongst other items around £16,210 for GIS and graphics support provided by Scottish Borders and City of Edinburgh, £1,300 for placing the statutory notice advertising the publication of MIR2 within the Scotsman newspaper, £3,600 for printing hard copies of MIR2 and supporting documents for distribution to Community Councils, Member Authority planning receptions, key agencies and neighbouring authorities amongst others and £900 consultants fees for finalising the second SESplan Housing Need and Demand Assessment for robust and credible assessment by the Centre for Housing Market Analysis within the Scottish Government.
- 1.3 In terms of income, to date, Fife Council only has paid the required contribution of £46,550. Invoices have been raised and forwarded to Member Authorities (City of Edinburgh, East Lothian, Midlothian, Scottish Borders and West Lothian) for the remaining member contributions of £232,750 to be paid.

Forecast Expenditure against Approved Operating Budget

- 1.4 This Report also notes the total forecast expenditure in 2015 / 2016 relative to the Operating Budget for 2015 / 2016 which was approved at SESplan Joint Committee on the 15 December 2014 (See Appendix 1).
- 1.5 The 2015 / 2016 Budget included provision for staffing within the Core Team of the SDP Manager, Lead Officer (0.8 FTE), Planner and Temporary Planner (contract to December 2016). To provide technical and administrative support to the Core Team, a Student Planner was appointed on a temporary (one year) full time contract in August 2014. The contract was extended for a further year in August 2015 on a part time basis (0.4 FTE) and will end in August 2016.
- 1.6 There is a forecast total overspend of £4,792 on staffing in 2015 / 2016 due to additional costs related to maternity leave (assumed 12 months from January 2016).

- 1.7 In terms of other fixed costs there is a forecast total overspend of £1,800 on travel expenses and mileage, with total forecast spend for 2015 / 2016 estimated at £5,100. This is primarily a result of the relocation expenses for the Core Team associated with the office accommodation move from Edinburgh to Livingston which are payable for a four year period (December 2014 – December 2018). Ordinary travel expenses have also increased following the move from central Edinburgh to Livingston and it has been assumed that expenses will remain at the £5,100 level for 2016 / 2017 and into 2017 / 2018 and 2018 / 2019. Additional travel expenses were also incurred in the current financial year as a result of the Main Issues Report 2 consultation.
- 1.8 There is a total forecast underspend of £3,000 on administration support. It was envisaged that administration support would be sought from West Lothian Council to assist with the Main Issues Report 2 consultation. Administration support was not required and it is anticipated that minimal support will be required over the period to March 2016. The total allowance has therefore been reduced from £4,000 to £1,000 to cover any administration support should it be required.
- 1.9 The forecast is that the full variable budget of £44,000 will be spent over the financial year 2015 / 2016.
- 1.10 The difference between income and expenditure in 2015 / 2016 will be covered by funding expenditure from reserves brought forward from prior years.

2. Operating Budget 2016 / 2017 and Forecast Operating Budgets 2017 / 2018 and 2018 / 2019

- 2.1 Appendix 1 sets out a proposed Operating Budget for the financial year, 2016 / 2017. As is required under SESplan's Financial Rules, the Budget is presented for discussion and approval by the Joint Committee before ratification of that decision by the Member Authorities.
- 2.2 The 2016 / 2017 Operating Budget includes an allowance for staffing within the Core Team of the SDP Manager, Lead Officer (1 FTE – Maternity Leave cover over the period January 2016 – January 2017), Planner and Temporary Planner, a total of £227,199. The existing contract for the Temporary Planner ends in December 2016. It is proposed that the Temporary Planner post will be extended for a further year to December 2017. This will provide for stability within the Core Team over the period to submission of Strategic Development Plan 2 to Ministers (programmed for Spring 2017), allow for work streams relating to engagement and improved graphics to be progressed and take forward the actions from the lessons learned in the Main Issues Report 2 consultation.
- 2.3 The Student Planner post at 0.4 FTE will end in August 2016. There is no allowance for continuation of the Student Planner post.
- 2.4 The SESplan Core Team is also reliant on resources within the Member Authorities to assist with processing of responses received on consultations as well as technical assessments related to

transport, the spatial strategy and housing amongst other topics. It should be noted that there is a risk to the preparation of the SDP in not maintaining the resource within the Core Team, since the resources within Member Authorities to backfill any SESplan resource gaps are also limited and increasingly under pressure.

- 2.5 Accommodation costs within West Lothian Civic Centre in Livingston have been assumed at £7,500 in 2015 / 2016 with an increase of 1.5% per year for inflation. The Core Team moved into the Civic Centre in December 2014. Confirmation of the heads of terms and lease for the SESplan accommodation has been sought but the contract has yet to be signed with West Lothian Council. The issue has been identified as a risk on the SESplan Risk Register in the meantime.
- 2.6 In terms of IT / Software, the Operating Budget includes £12,000 for Objective and £1,500 per annum for Objective Connect. These systems allow management of the drafting of the plan and supporting documents and consultations on these and the sharing of papers with members and other stakeholders. Also included is the annual hosting of the SESplan website and recharge for West Lothian IT services who provide IT hardware and support to the Core Team.
- 2.7 Audit fees in 2014 / 2015 were £3,380 and costs have been assumed to be the same in future years (i.e. no reduction but also no inflation). The Budget also includes some provision for administrative support from West Lothian on an annual basis.
- 2.8 The 2016 / 2017 Operating Budget includes £20,000 for spend on technical support plus £2,000 contingency. The largest spend in this financial year will relate to GIS / Graphics support for the Proposed Plan and the Proposed Plan Period for Representations, primarily the costs of placing the statutory advert and printing hard copies of the Plan for distribution to Members Authorities and Community Councils amongst others.
- 2.9 The 2017 / 2018 Operating Budget includes £25,000 for spend on technical support plus £2,500 contingency. The largest spend in this financial year will relate to the Examination. The Examination for Strategic Development Plan 1 cost just under £25,000, therefore the Budget for 2017 / 2018 is considered realistic. However there is likely to be a requirement for Hearings on the Proposed Plan which may require the use of the contingency budget. TAYplan will be submitting its Proposed Plan for Examination ahead of SESplan and costs associated with that will provide an indication of likely costs for SESplan.
- 2.10 The 2018 / 2019 Operating Budget includes £20,000 for spend on technical support plus £2,000 contingency. The largest spend in this financial year will relate to pre Main Issues Report 3 engagement and evidence gathering.
- 2.11 Reserves would be maintained at around £20,000 per annum in each of the three years.

- 2.12 Each member authority is liable for one sixth of the annual Operating Budget. Members' contributions are payable to Fife Council on or before 30 April each year. In 2008, the members agreed a budget of £360,000 (£60,000 per authority). The actual budget for 2008 / 2009 only required a contribution of £17,000 per authority. The contributions increased to £40,000 per annum in 2009 – 2012, due to the Core Team then having a full staff complement and the costs of preparing the Main Issues Report and Proposed Plan. The one off government grant and 'carry forwards' were spent over these years and exhausted at the point when costs were expected to be the greatest, in 2012 - 2013.
- 2.13 Due to this combination of pressures, an increase in members' contributions to £49,000 per authority in 2012 / 2013 was agreed by the Joint Committee at its meeting on the 5 December 2011. Contributions were set at that level taking into account cyclical changes to the variable costs such as the Examination process and activity on SDP2 and to provide certainty to Member Authorities and the SESplan Budget planning process.
- 2.14 In anticipation of savings in 2014 / 2015, including in accommodation costs following the relocation of the Core Team, then expected early in that year, the Joint Committee agreed that a target of 5% savings would be set for 2014 / 2015 and following years. This is equivalent to a £2,450 reduction in the Member Authorities' annual contributions and this was refunded to members in 2014 / 2015. It was agreed that SESplan's costs continue at a reduced level in 2015 / 2016 and that contributions were maintained at £46,550 in 2015 / 2016. It is proposed that contributions continue to be maintained at £46,550 per authority per annum over the next three years.

3. Conclusion

- 3.1 The SESplan Financial Rules state that Member Authority contributions are to be in place by the end of April each year, within one month of the start of the financial year. It will therefore be requested that £46,550 be paid to Fife Council on or before the 30 April 2016.
- 3.2 It is requested that all member authorities take steps now in their budget setting to ensure that contributions will be in place by the start of the next financial year.

Appendices

- 1 SESplan Operating Budget 2015 / 2016 (Expenditure to October 2015 and Total Forecast) and Three Year Operating Budget (2016 / 2017 - 2018 / 2019)

Report Contact alice.miles@sesplan.gov.uk / 01506 282880

Report Agreed By: Ian Angus, SDP Manager

Author Name: Alice Miles, Lead Officer

APPENDIX 1 – SESPLAN OPERATING BUDGET 2015 / 2016 (EXPENDITURE TO OCTOBER 2015 AND TOTAL FORECAST) AND THREE YEAR OPERATING BUDGET (2016 / 2017 - 2018 / 2019)

Appendix 1 - SESplan Operating Budget 2015 / 2016 (Expenditure to October 2015 and Total Forecast) and Three Year Operating Budget (2016 / 2017 - 2018 / 2019)

DESCRIPTION	2015 / 2016 Operating Budget	2015 / 2016 Expenditure to October 2015	2015 / 2016 Forecast	2015 / 2016 Variance	2016 / 2017 Operating Budget	2017 / 2018 Operating Budget	2018 / 2019 Operating Budget
Single Status Staff Costs	218,708	121,972	223,500	4,792	227,199	217,384	220,984
Training	2,000	250	2,000	0	1,000	1,000	1,000
Rent	7,500	-2,084	7,500	0	7,613	7,727	7,843
Travel Expenses / Mileage	3,300	2,862	5,100	1,800	5,100	5,100	5,100
IT / Software	16,000	1,955	16,000	0	16,000	16,240	16,484
Telephone Rental	516	86	516	0	524	532	540
Audit Fees	3,350	0	3,350	0	3,400	3,400	3,400
Administration Support	4,000	0	1,000	-3,000	2,000	2,000	2,000
Consumables	1,500	56	1,500	0	1,500	1,500	1,500
Fixed	256,874	125,097	260,466	3,592	264,336	254,883	258,851
Technical Support	40,000	25,917	40,000	0	20,000	25,000	20,000
Contingency 10%	4,000	0	4,000	0	2,000	2,500	2,000
Variable	44,000	25,917	44,000	0	22,000	27,500	22,000
Expenditure	300,874	151,014	304,466	3,592	286,336	282,383	280,851
Member Authority Contributions	-279,300	-46,550	-279,300	0	-279,300	-279,300	-279,300
Sales	-250	0	-250	0	-250	-250	-250
Income / Interest on Revenue Balance	-1,000	0	-1,000	0	-1,000	-1,000	-1,000
Income	-280,550	-46,550	-280,550	0	-280,550	-280,550	-280,550
Net	20,324	104,464	23,916	3,592	5,786	1,833	301
(Take From) / Add to Reserves	-20,324		-23,916	-3,592	-5,786	-1,833	-301
NET TOTAL	0		0	0	0	0	0
Usable reserve balance	-30,512		-26,920	3,592	-21,134	-19,301	-19,000
Usable reserve balance at 1/4/15	-50,836						
Usable reserve as % of expenditure			-8.8%		-7.4%	-6.8%	-6.8%
Additional contributions							
Target reserve (1 month's operating costs)					23,861	23,532	23,404
Shortfall on target reserve of 1 month's operating costs					0	0	0
Councils					6	6	6
Additional contribution required per council					0	0	0

Planning Committee

10.00am, Thursday 25 February 2016

Old and New Towns of Edinburgh World Heritage Site Update

Item number	8.1
Report number	
Executive/routine	
Wards	

Executive Summary

This report provides an update on world heritage issues in the Old and New Towns of Edinburgh and an explanation of the roles and responsibilities of the different organisations involved in the management of the World Heritage Site.

Links

Coalition pledges	P40
Council priorities	CO19
Single Outcome Agreement	SO4

Old and New Towns of Edinburgh World Heritage Site Update

1. Recommendations

- 1.1 It is recommended that Committee notes the content of this report in the context of the hierarchy of roles and responsibilities of the parties involved in the management and protection of the World Heritage Site.

2. Background

Introduction

- 2.1 Committee considered a position statement on World Heritage issues at its meeting on 1 October 2015 and discussed the programme for the review of the Management plan for the Old and New Towns of Edinburgh World Heritage Site (the Site) at its meeting in December 2015.
- 2.2 The Site was added to the United Nations Educational, Scientific and Cultural Organisation's (UNESCO's) list of World Heritage Sites in 1995. The World Heritage Committee stated that the Edinburgh Old and New Towns "represented a remarkable blend of two urban phenomena: organic medieval growth and 18th century town planning".
- 2.3 It is approximately 4.5 square kilometres of the city centre. It takes in the Old Town Conservation Area and the New Town Conservation Area and includes parts of five others. It encompasses many institutions of national and civic significance including the Scottish Parliament, the courts, civic and cultural institutions and the University of Edinburgh. It has retained its historic urban form and character to a remarkable extent. It contains a wealth of buildings listed for their architectural character or historic interest, including the highest concentration of Category A listed buildings in Scotland.

State of Conservation

- 2.4 There has been recent media attention surrounding a number of proposed developments within the Site, raising its profile, and attracting the attention of ICOMOS-UK (the UK national committee of ICOMOS - the International Council on Monuments and Sites, which provides advice to UNESCO on changes to cultural world heritage sites).
- 2.5 ICOMOS-UK carried out an invited exploratory visit to the Old and New Towns of Edinburgh on 13-14 October 2015. Their findings have informed a letter from UNESCO (See Appendix 2) including an ICOMOS technical review, which, in turn, has been passed to the Council and Historic Environment Scotland (HES) - via DCMS (UK Government Department for Culture, Media and Sport) and Scottish Government (Culture and Heritage Directorate) - to assist with a response. This is a complex process, which is in place to ensure that sites inscribed on the World Heritage List are fulfilling their obligations to the World Heritage Convention.

3. Main report

Introduction

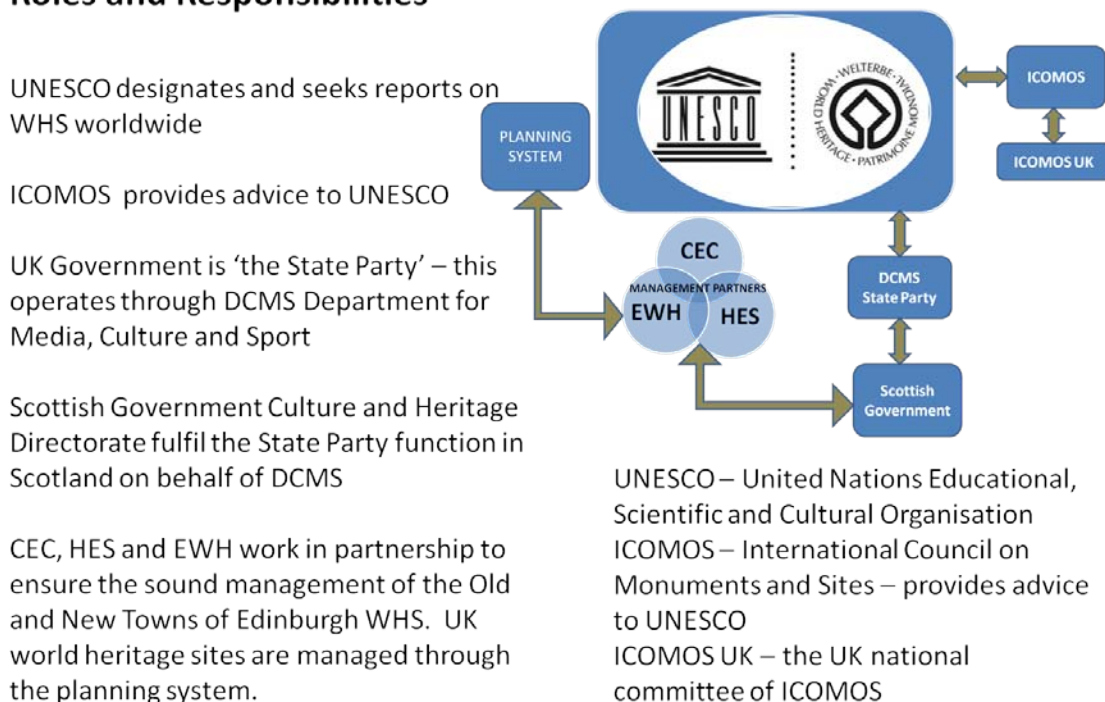
- 3.1 There are just over 1000 sites world-wide with WHS status, with 29 in the UK and 6 in Scotland (Edinburgh Old and New Towns, New Lanark, Heart of Neolithic Orkney, St Kilda, and the Forth Bridge). These are among the most globally significant sites, with outstanding universal value.
- 3.2 World Heritage Site status is the only international designation that protects built heritage. The UK is a signatory to the 1972 World Heritage Convention which aims to identify, protect, conserve, present and transmit to future generations cultural and natural heritage of Outstanding Universal Value (OUV).

Implementation of the World Heritage Convention

- 3.3 There are Operational Guidelines for the Implementation of the World Heritage Convention. These are updated regularly (most recently in 2015) to reflect the decisions of the World Heritage Centre. The aim of the guidance is to facilitate the implementation of the convention by setting out procedures for 'State Parties', the World Heritage Committee, Advisory Bodies to the Committee, and site managers, stakeholders and partners in the protection of World Heritage properties.

- 3.4 There is a complex structure involved in the management of World Heritage Sites, which is expressed below. The UK Government, as State Party, takes the lead in communicating with UNESCO on behalf of the Site and any formal correspondence from the 'managing partners' goes via Scottish Government and DCMS.

Roles and Responsibilities



Domestic Scrutiny

- 3.5 The Council jointly manages the Old and New Towns WHS in partnership with Edinburgh World Heritage (EWH) and HES. The partnership must demonstrate that it is fulfilling its obligation in meeting the requirements of the World Heritage Convention.
- 3.6 Scottish Planning Policy and Environmental Assessment regulations require planning authorities to take account of OUV both in their policies and decisions on cases. The Edinburgh Local Development Plan includes Policy Env 1 that serves to protect the OUV of the Site. HES is a statutory consultee in cases where there is potential to impact on OUV. EWH is a consultee, and engages with the planning process from the earliest stages through a Planning Protocol. This Protocol is currently being amended to include HES in its new roles since changing status to a non-departmental government agency. It is worth noting that, where HES objects to a planning application, and the Council is minded to grant consent, Scottish Ministers must be notified for them to determine if they wish to call-in the application for their decision.

International Scrutiny

- 3.7 Further to this, there is an international dimension to scrutiny. State Parties for WHSs are bound by the Operational Guidelines to monitor the State of Conservation of a Site. Any major restorations or constructions which may affect the OUV should be reported to UNESCO. This is known as Reactive Monitoring. The purpose of which is to allow the World Heritage Committee to assist in seeking appropriate solutions to ensure that OUV is fully preserved. UNESCO is often aware of high-profile cases from the media and third parties. The State Party primarily uses Reactive Monitoring as a means of reassuring UNESCO that there are checks and balances in place to ensure effective decision-making, but also to remind them of local timescales and process.
- 3.8 If UNESCO and its advisors ICOMOS are sufficiently concerned about actual or potential impacts on the OUV of the WHS, it will request a State Of Conservation Report from the State Party. This report is published on UNESCO's website. UNESCO's World Heritage Centre and ICOMOS review the document and use the information in the report to create present an agenda item and draft decision for UNESCO's World Heritage Committee's annual session, held each summer.
- 3.9 Decisions reached by the World Heritage Committee are published on UNESCO's website and normally include recommendations and requests for specific actions to remove the threat to the OUV of the WHS. UNESCO can also request that the State Party invites an Advisory Mission by ICOMOS. Following an Advisory Mission and submission of a further State of Conservation report in a subsequent year, if UNESCO takes the view that appropriate steps are not being taken to address its concerns, it may place the WHS on the World Heritage in Danger list. Following this step, UNESCO would request regular State of Conservation reports, probably on an annual basis until the situation had improved to enable the WHS to be taken back off the World Heritage in Danger list. The ultimate sanction is that UNESCO could eventually remove the WHS from the list of inscribed sites if its concerns remained unaddressed.
- 3.10 As UNESCO's World Heritage Committee meets once a year, its timescale for considering and responding to information provided by the State Party do not always accord with the timescales for decision-making within the UK planning system.

ICOMOS-UK exploratory visit

- 3.11 On 13 and 14 October 2015, ICOMOS-UK undertook a small 'exploratory visit' to Edinburgh with a view to assessing the impact of recent and pending planning decisions. ICOMOS-UK is an independent charitable organisation, linked to, but separate from, ICOMOS, which has a statutory remit for advising UNESCO on World Heritage matters. The group included Susan Denyer, Secretary and Director of ICOMOS-UK, Barry Joyce, retired planner and conservation officer, and James Simpson, Vice President of ICOMOS-UK (Scotland) and conservation architect.

- 3.12 ICOMOS-UK produced a summary report based on discussions held with elected members and officers from the Council, representatives of the other managing partners of the Site and representatives of amenity societies and local interest groups. The report acknowledged the timeliness of the discussions in respect of the forthcoming review of the World Heritage Site Management Plan, and emphasised that they would welcome further involvement in this process. Further recommendations from their visit touched on the production of design briefs, design quality, and the formation of a Conservation Community within the city.

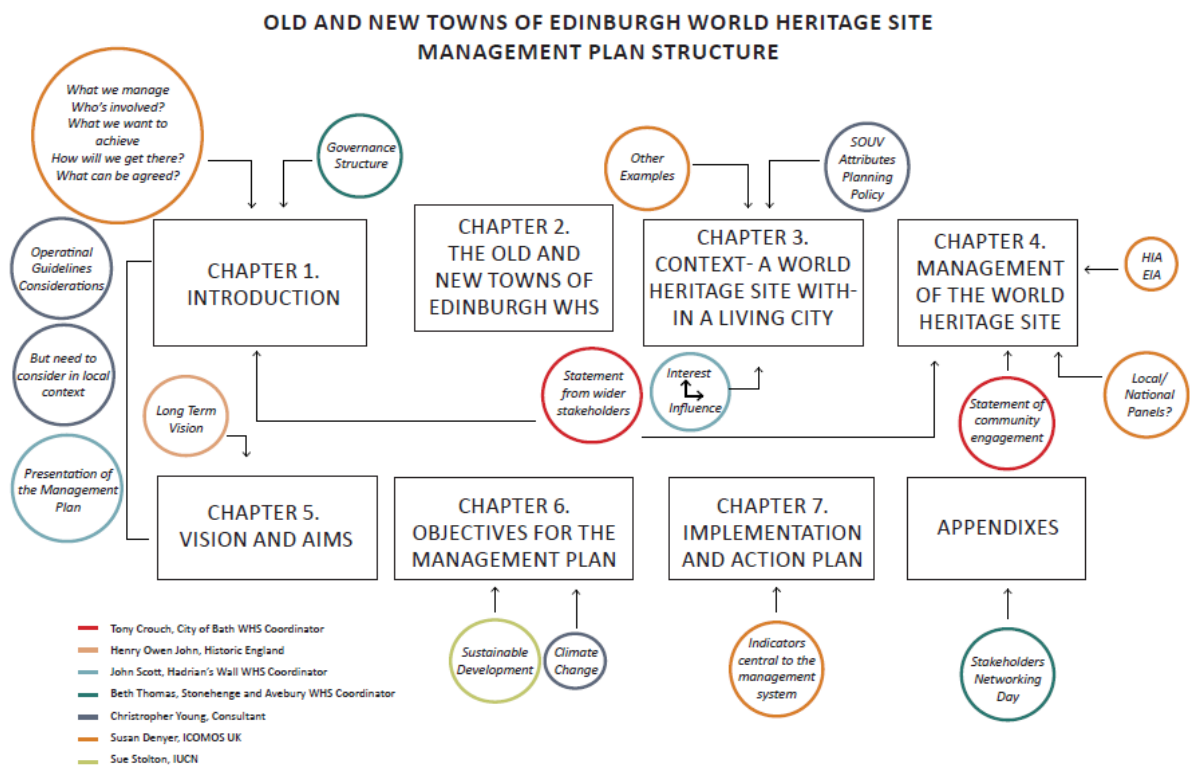
State of Conservation letter from UNESCO

- 3.13 UNESCO (Culture Sector, Division for Heritage) wrote to DCMS in December 2015, expressing concern over the State of Conservation of the Old and New Towns of Edinburgh World Heritage Site. DCMS in turn wrote to Scottish Government requesting a response. A collaborative response is being compiled by Scottish Government, based on technical information provided by the Council and HES.
- 3.14 The UNESCO letter raises concern over the impact on major buildings and visual integrity, citing specific cases (including the former Royal High School), and concerns over governance.
- 3.15 The information requested by the Scottish Government includes details of planning applications, policy context and progress on the review of the Management Plan. Officers have supplied this to the Scottish Government in order that the final response can be prepared by DCMS. The UNESCO letter also commented on other urban world heritage sites in the UK and offered to assist in confronting the challenges of managing sustainable change in this context.

Management Plan Review

- 3.16 The current Management Plan review is embracing the opportunity presented in addressing some of the issues/challenges facing the management of the Site. It is intended to capture the 'Historic Urban Landscape' approach to management of the Site in the new plan. Opportunities for engagement have been established with ICOMOS/ ICOMOS-UK and it is intended to seek input from UNESCO's World Heritage Centre.
- 3.17 Historic Environment Scotland hosted the recent 'World Heritage: UK' technical workshop on 'WHS Management Plans and Systems'. This organisation focuses on networking, advocacy and promotion of WHSs, of which the Council is a member, and the workshop was timely. The opportunity was taken to present where the Old and New Towns WHS Steering Group is in the review process, and to seek feedback on two key management issues: 'development pressure' and 'maintaining a living city'. The opportunity has also been taken to feed good practice from other Sites, and thoughts from ICOMOS and IUCN (International Union for Conservation of Nature), which were present at the meeting, on good practice and management effectiveness, into the structure of the emerging draft management plan.

- 3.18 The conceptual diagram, below, is a working model based on good practice identified from the workshop participants and how these could be incorporated in the revised management plan:



- 3.19 The Management Plan review is on-going; it will include local, national and international stakeholder engagement and a draft for consultation will be presented to Planning Committee in summer 2016 with a view to launching the revised Management Plan on World Heritage Day, 18 April, 2017.

4. Measures of success

- 4.1 The protection of the Outstanding Universal Value of the World Heritage Site from the adverse impact of development by understanding the roles and responsibilities of partner organisations and the mechanism for domestic and international scrutiny.

5. Financial impact

- 5.1 There are no financial implications associated with this report.

6. Risk, policy, compliance and governance impact

- 6.1 There are no significant risks associated with approval of the report as recommended.

7. Equalities impact

- 7.1 The aim of managing the World Heritage Site is to preserve and enhance the quality of the area. This has the potential to improve the quality of life and supports sustainable communities. There are no predicted negative impacts on equalities.

8. Sustainability impact

- 8.1 Management of the built environment has the potential to minimise the use of natural resources and reduce carbon emissions. The management of the historic environment contributes directly to sustainability in a number of ways. These include the unique quality of historic environments which provide a sense of identity and continuity.

9. Consultation and engagement

- 9.1 None.

10. Background reading/external references

- 10.1 [The Old and New Towns of Edinburgh World Heritage Site Management Plan 2011-2016](#)
- 10.2 [Old and New Towns of Edinburgh World Heritage Site Update, 1 October 2015](#)
- 10.3 [Old and New Towns of Edinburgh World Heritage Site Monitoring Report 2013-15, 1 December 2015](#)

Paul Lawrence

Executive Director - Place

Contact: Jenny Bruce, World Heritage Site Co-ordinator

E-mail: jenny.bruce@edinburgh.gov.uk | Tel: 0131 529 3510

11. Links

Coalition pledges	P40 – Work with Edinburgh World Heritage Trust and other stakeholders to conserve the city’s built heritage.
Council priorities	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 and maintenance of infrastructure and public realm
Single Outcome Agreement	SO4 – Edinburgh’s communities are safer and have improved physical and social fabric.
Appendices	Appendix 1 Summary of the components of the Site’s OUV Appendix 2 Letter from UNESCO, 18 December 2015

APPENDIX 1

Outstanding Universal Value

Brief synthesis

The remarkable juxtaposition of two clearly articulated urban planning phenomena. The contrast between the organic medieval Old Town and the planned Georgian New Town of Edinburgh, Scotland, provides a clarity of urban structure unrivalled in Europe. The juxtaposition of these two distinctive townscapes, each of exceptional historic and architectural interest, which are linked across the landscape divide, the "great arena" of Sir Walter Scott's Waverley Valley, by the urban viaduct, North Bridge, and by the Mound, creates the outstanding urban landscape.

The Old Town stretches along a high ridge from the Castle on its dramatically situated rock down to the Palace of Holyrood. Its form reflects the burgh plots of the Canongate, founded as an "abbatial burgh" dependent on the Abbey of Holyrood, and the national tradition of building tall on the narrow "tofts" or plots separated by lanes or "closes" which created some of the world's tallest buildings of their age, the dramatic, robust, and distinctive tenement buildings. It contains many 16th and 17th century merchants' and nobles' houses such as the early 17th century restored mansion house of Gladstone's Land which rises to six storeys, and important early public buildings such as the Canongate Tolbooth and St Giles Cathedral.

The Old Town is characterized by the survival of the little-altered medieval "fishbone" street pattern of narrow closes, wynds, and courts leading off the spine formed by the High Street, the broadest, longest street in the Old Town, with a sense of enclosed space derived from its width, the height of the buildings lining it, and the small scale of any breaks between them.

The New Town, constructed between 1767 and 1890 as a collection of seven new towns on the glacial plain to the north of the Old Town, is framed and articulated by an uncommonly high concentration of planned ensembles of ashlar-faced, world-class, neo-classical buildings, associated with renowned architects, including John and Robert Adam (1728-92), Sir William Chambers (1723-96), and William Playfair (1790-1857). Contained and integrated with the townscape are gardens, designed to take full advantage of the topography, while forming an extensive system of private and public open spaces. The New Town is integrated with large green spaces. It covers a very large area of 3,288 ha, is consistent to an unrivalled degree, and survives virtually intact.

Some of the finest public and commercial monuments of the New-classical revival in Europe survive in the city, reflecting its continuing status as the capital of Scotland since 1437, and a major centre of thought and learning in the 18th century Age of Enlightenment, with its close cultural and political links with mainland Europe.

Page 9

The successive planned extensions from the first New Town, and the high quality of the architecture, set standards for Scotland and beyond, and exerted a major influence on the development of urban architecture and town planning throughout Europe.

The dramatic topography of the Old Town combined with the planned alignments of key buildings in both the Old and the New Town, results in spectacular views and panoramas and an iconic skyline.

The renewal and revival of the Old Town in the late 19th century, and the adaptation of the distinctive Baronial style of building for use in an urban environment, influenced the development of conservation policies for urban environments.

Criterion (ii): The successive planned extensions of the New Town, and the high quality of its architecture, set standards for Scotland and beyond, and exerted a major influence on the development of urban architecture and town planning throughout Europe, in the 18th and 19th centuries.

Criterion (iv): The Old and New Towns together form a dramatic reflection of significant changes in European urban planning, from the inward looking, defensive walled medieval city of royal palaces, abbeys and organically developed burgage plots in the Old Town, through the expansive formal Enlightenment planning of the 18th and 19th centuries in the New Town, to the 19th century rediscovery and revival of the Old Town with its adaptation of a distinctive Baronial style of architecture in an urban setting.

Integrity

The property encompasses significant town-planning components, including layout, buildings, open spaces and views, that demonstrate the distinctiveness between the organic growth of the Old Town and the planned terraces and squares of the New Town with the wide landscaped valley between. Overall the property forms a remarkably consistent and coherent entity which has developed and adapted over time. It has largely preserved its skyline and extensive views in and out of the property, although as with any modern, living city these have altered and developed over time, while preserving the key attributes of Outstanding Universal Value within the property. The vulnerability of the skyline and the views in and out of the property has been addressed by the introduction of a Skyline Policy.

Authenticity

The level of authenticity in Edinburgh is high. Individually the high-quality buildings of all dates have been conserved to a high standard and the layout of streets and squares maintain their intactness. The property also continues to retain its historic role as the administrative and cultural capital of Scotland, while remaining a vibrant economic centre.

APPENDIX 2

Letter from UNESCO, 18 December 2015



Culture Sector
Division for Heritage

United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Ms Hannah Jones
Department for Culture, Media and
Sport
Heritage Team
100 Parliament Street
SW1A 2BQ London
United Kingdom

Ref.: CLT/WHC/8485/GB/MNT/

18 December 2015

Subject: State of conservation of the World Heritage property “Old and New Towns of Edinburgh”, United Kingdom of Great Britain and Northern Ireland

Madam,

Following the information you sent us in accordance with paragraph 172 regarding multiple development projects that are likely to affect the Outstanding Universal Value of the World Heritage property “Old and New Towns of Edinburgh” (inscribed on the World Heritage List in 1995), I am pleased to transmit to you ICOMOS’s technical review (Annex I).

I also take this opportunity to thank you for complying with Paragraph 172 of the *Operational Guidelines* by which the World Heritage Committee invites the States Parties to the Convention to inform it, through the World Heritage Centre, of their intention to undertake or authorize in an area protected under the Convention major restorations or new constructions which may affect the Outstanding Universal Value of the property, as soon as possible and before making any decisions.

The major points highlighted by ICOMOS concern:

Impact on major buildings: For example, the Royal High School, which is “one of the truly exceptional historic buildings within the WH property” and which “makes a fundamental contribution to the Outstanding Universal Value of the WH property” is threatened by development proposals which are unsympathetic with conserving the integrity of the building and its setting and which plan for inappropriate levels of intervention.

Impact on visual integrity: Elements of the property are confronting negative impacts, through specific development projects which would affect edifices, significant architectural features, consistency of style and scale, etc.

Governance: The general development vision for the city at the local and national level lacks an integration of heritage values, and the process is weak as a result. At the level of local planning consent, development projects are being approved without due consideration of heritage values and conservation,

including a lack of Heritage Impact Assessments, resulting in the abovementioned negative impacts.

In summary, the review states that “in combination both existing projects and the development consent process pose a significant threat to the visual quality, integrity and juxtaposition of planning approaches that underpin the Outstanding Universal Value of the property.”

Therefore, I would like to express the World Heritage Centre’s strong concern about the current state of urban conservation in Edinburgh in general, due to the Royal High School project and other projects related to urban development within the boundaries of the World Heritage property, its buffer zone, and the surrounding area as described further in the attached technical review (Annex 1). The quantity and pervasiveness of development projects that are being pursued without due consideration for conservation of the property is deeply worrying. To address these threats to the OUV of the property, a State of Conservation report may need to be presented to the 40th session of the World Heritage Committee.

I would be grateful if your relevant authorities could, at their earliest convenience, address the concerns and recommendations expressed in this letter and the attached technical review. Kindly provide the World Heritage Centre with information on the necessary measures to mitigate the impact of inappropriate developments that will be taken to protect the Outstanding Universal Value of the World Heritage property “Old and New Towns of Edinburgh” in light of the attached review (Annex 1).

Taking a proactive approach to urban development issues and managing sustainable change is a challenge that must be confronted. I encourage you to leverage tools such as prevention strategies, capacity building, and awareness raising at the local authority level to this end. Major World Heritage and urban heritage conservation concerns in areas such as Edinburgh, London, Liverpool and Cornwall, due to insufficient urban conservation integration in urban development planning, indicates a greater need for a global holistic vision for city development in the United Kingdom of Great Britain and Northern Ireland. The World Heritage Centre would be pleased to work together with you to provide assistance in developing such a vision and in considering applying the Historic Urban Landscape approach.

I thank you for your co-operation and for your support in the implementation of the *World Heritage Convention*.

Please accept, Madame, the assurances of my highest consideration.



Mechtild Rössler
Director
World Heritage Centre

cc: United Kingdom National Commission for UNESCO
National Focal Points for World Heritage ICOMOS / ICCROM

ICOMOS Technical Review

Property:	Old and New Towns of Edinburgh
State Party:	United Kingdom of Great Britain and Northern Ireland
Property ID:	728
Date inscription:	1995
Criteria:	(ii) (iv)
Issues under evaluation:	Impact of inappropriate developments Threats posed to OUV by planning consent regime

Background

The approved Statement of Outstanding Universal Value sets out that:

The Old and News Towns of Edinburgh present and contrast two approaches to urban design: the organic medieval Old Town and the planned Georgian New Town. The Old Town stretches along a high ridge from Edinburgh Castle, on its dramatically situated rock, down to the Palace of Holyrood and is characterized by the medieval street pattern of narrow closes, wynds, and courts leading off the High Street spine. By contrast, the New Town, constructed between 1767 and 1890 features structured neo-classical precincts and a network of open spaces. The Old and News Towns of Edinburgh include some of the finest public buildings and monuments from the New-classical revival in Europe, reflecting the city's importance as the capital of Scotland for more than 500 years and its former role as an intellectual hub, as well as the ideas and ideals of the Enlightenment, a period in the 18th century when Edinburgh was the cultural leader of Europe.

The 'Old and News Towns of Edinburgh' property was included on the World Heritage List in 1995, under criteria ii and iv:

Criterion (ii): *The successive planned extensions of the New Town, and the high quality of its architecture, set standards for Scotland and beyond, and exerted a major influence on the development of urban architecture and town planning throughout Europe, in the 18th and 19th centuries.*

Criterion (iv): *The Old and New Towns together form a dramatic reflection of significant changes in European urban planning, from the inward looking, defensive walled medieval city of royal palaces, abbeys and organically developed burgh plots in the Old Town, through the expansive formal Enlightenment planning of the 18th and 19th centuries in the New Town, to the 19th century rediscovery and revival of the Old Town with its adaptation of a distinctive Baronial style of architecture in an urban setting.*

Recent Projects

Recent approval for construction of substantial, overtly modern buildings and the increasing potential impact of further redevelopment, including proposals for the highly-prominent Royal High School on Calton Hill, have highlighted both actual impacts on the integrity and visual quality of the World Heritage property and the ongoing threat posed by the local development approval processes.

These ICOMOS technical review comments have been informed by documents in public domain, including *The Old and New Towns of Edinburgh World Heritage Site Management Plan 2011-2016*, media reports (both supportive and critical of new developments in Edinburgh), published documents relating to the Ribbon Hotel development (part of St James Quarter) and Royal High School projects, information provided to the World Heritage Centre by the UK Department for Culture, Media & Sport, a letter of objection to the Royal High School planning application prepared by UK ICOMOS and a separate UK ICOMOS report prepared following an invited exploratory visit to Edinburgh on 13 and 14 October 2015.

The Heritage Team at the UK Department for Culture, Media & Sport has identified seven major development proposals within the Property, some already under construction, some approved and some still pending:

- Royal High School – Planning Application Notice lodged for a new luxury hotel, resulting from adaptation of this iconic building, and construction of new built elements ; pending
- Caltongate Development Site – proposed major mixed-use development; including, hotel, commercial, community and leisure use; approved and under construction
- Former Donaldson's School, West Coates – residential conversion of 'A' listed building;
- St James Quarter – major mixed-use development, for which outline planning permission is already in place; approved
- Top Shop, Former Forsyth's building, Princes Street – unauthorised removal of significant architectural feature ('gold-leafed globe');
- 42 St Andrew Square & West Register Street – current applications for major city developments;
- 1-6 India Buildings, 11-15 Victoria Street, 18-20 Cowgate – mixed-use development subject to a current Planning Application Notice.

There are also a range of other current projects and proposals within the buffer zone and in the vicinity of the WH property. Media reports suggest that there could be hundreds of applications considered over coming years. Recent media attention and submissions to the World Heritage Centre have particularly focused on the approved Ribbon Hotel and proposals for the Royal High School.

The Ribbon Hotel project in St James, which was approved August 2015, features an unusual, visually-striking, curved and articulated metal facade which has a scale and appearance that is not consistent with the surrounding built form. If and when constructed, the Ribbon Hotel will be an intrusive element which will adversely impact on the visual integrity of the WH property.

The former Royal High School, which closed in 1968, is one of the truly exceptional historic buildings within the WH property. The original World Heritage nomination dossier recognised it as the 'noblest monument of the Scottish Revival: and perhaps the single building which most justified Edinburgh's epithet Athens of the North'. It is no exaggeration to conclude that this element makes a fundamental contribution to the Outstanding Universal Value of the WH property. Owned by the City of Edinburgh Council, the Royal High School has been subject to future use considerations and an expression of interest process for some years. The current proposals represent a level of intervention to both buildings and setting that would be inconsistent with the architectural majesty of the original design conception and which would therefore have a substantive adverse impact on the Outstanding Universal Value of the WH property.

Analysis

Current concerns about new development, both approved and proposed, within the WH property highlight two different, but related, issues:

- the actual adverse impact on Outstanding Universal Value of specific developments, including approved projects and proposed projects; and
- a broader ongoing threat to Outstanding Universal Value – particularly to integrity and authenticity – posed by the local planning consent process. This threat arises in part from ‘development’ rather than ‘values’ being the apparent principal driver of change and in part from an apparent inability or reluctance of national heritage agencies to intervene and overturn local decisions, once outline planning permission has been granted.
- The apparent lack of Heritage Impact Assessments for major projects.

In combination both existing projects and the development consent process pose a significant threat to the visual quality, integrity and juxtaposition of planning approaches that underpin the Outstanding Universal Value of the property.

The City of Edinburgh requires ongoing economic activity, including appropriate conservation, adaptation and new development to continue as a viable and vibrant community. Individual assets, including elements of exceptional heritage value, such as the Royal High School, themselves need to be used to provide an economic base for their own conservation. However, such changes should also respond to the special qualities and heritage values of the place; importantly, new works and activities should enhance, rather than detract from, the integrity, authenticity and Outstanding Universal Value of the WH property.

Regrettably the current situation, including both approved and proposed developments, appears to have tipped the balance inappropriately, away from conservation, towards inappropriate development. There is therefore an urgent need to reconsider, revise and re-frame current approaches to development, including conservation and adaptation of existing structures and construction of new structures, so as to deliver greater focus on values, to incorporate appropriate expertise and to improve engagement with the community.

ICOMOS Recommendations

It is therefore recommended that:

1. On the basis of the information received, ICOMOS considers that the current proposals for the Old Royal High School would have a major and negative impact on the Outstanding Universal Value of the WH property and should not be approved.
2. Conservation of Outstanding Universal Value should be formally recognised as the primary objective in the development consent process for projects within the Old and News Towns of Edinburgh World Heritage property. A ‘values-based’ approach should be adopted.
3. Current planning and approval paradigms should be revised. In particular, within the WH property itself, consideration should be given to removal of ‘Outline Planning Permission’ for major projects, so that the full implications of development proposals may be properly understood at the time when consent is first considered. Planning instruments, statutes and guidelines should be amended accordingly.
4. The design process should be improved through more active involvement of the existing Edinburgh Urban Design Panel – plus greater engagement with other contributors, including

particularly the Edinburgh World Heritage Trust, Architecture and Design Scotland, Historic Environment Scotland and ICOMOS – United Kingdom.

5. *The Old and New Towns of Edinburgh World Heritage Site Management Plan 2011-2016* should be revised and updated accordingly.

ICOMOS

November 2015

Planning Committee

10.00am, Thursday, 25 February 2016

Edinburgh Urban Design Panel: Sixth Progress Report

Item number	9.1
Report number	
Executive/routine	
Wards	All

Executive summary

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

Links

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

Edinburgh Urban Design Panel: Sixth Progress Report

Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 agrees the recommendations from the annual review of the Edinburgh Urban Design Panel; and
 - 1.1.2 records its appreciation of the voluntary contribution made by existing Panel members to the design review process.

Background

- 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 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.
- 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 its members or their organisations are not paid for their contribution.
- 2.3 The Panel was set up by the Council but it is independent of it. It 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 129 individual reviews.
- 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, February 2014 and February 2015. In all cases, Panel members had taken part in a review exercise which resulted in recommendations being made to the Planning Committee.

Main report

- 3.1 The Panel conducted its 2015 yearly review on 9 December 2015. A report of the meeting is contained in Appendix 1.
- 3.2 The Panel's 2015 yearly review focused on the following aspects:
- 2015 Panel Reviews: Work Programme.
 - Panel Membership.
 - Operating Procedures.
 - Use of the Panel's Advice.

2015 Panel Reviews - Work Programme:

- 3.3 During 2015, the Panel carried out 18 reviews of development proposals within the city. All of these reviews were for developments that have resulted or are expected to result in planning applications.
- 3.4 The range of developments that the Panel has covered is similar to those covered in previous years. One piece of guidance, on student housing, has been reviewed by the Panel this year.
- 3.5 Of development types and range reviewed by the Panel, this year represented a broad range of developments across the city and the Panel agreed that this work programme is representative of the development activity across the city.

Recommendations:

- 3.6 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. However, it is recognised by the Panel that some development proposals are not coming forward for review due to the timing of the application. Planning officials should continue to ensure architects, developers and consultant planners are made aware of the potential for their projects to be reviewed in accordance with the remit, function and roles of the Edinburgh Urban Design Panel.

Panel Membership:

- 3.7 The Panel members are drawn from a range of organisations with particular expertise to offer to the design review process. A full list of these organisations is contained within Appendix 2.
- 3.8 Architecture and Design Scotland has been reviewing its input into local panels and as a result of this review will not continue to form part of the core membership of the Panel and will only attend if specifically invited for certain types of design review.

- 3.9 As part of the 2015 review, two organisations asked if they could be considered to form part of the Panel's membership. This was discussed and it was agreed that the specialist expertise offered by the organisations is already embedded within the professionals which sit on the Panel. It was also agreed that the current size of the Panel worked well and that additional members would not be helpful in managing the Panel's discussions.

Recommendations:

- 3.10 The size of the Panel works well and additional members would not be helpful in managing the Panel's discussions. Architecture and Design Scotland will withdraw from the core membership of the Panel and will only attend if specifically invited for certain types of design review (criteria currently being discussed).

Operating Procedures:

- 3.11 With respect to the above subject, the discussion at the Review meeting was focused on the level of support to Panel members. Generally, it appears the level of support to the Panel members is working well.
- 3.12 With respect to the material presented to the Panel it is important that the presenting teams are clearly briefed by planning officials. This should help to ensure that relevant and succinct information on the design proposals is presented at the meeting, to allow the Panel to provide full constructive design advice.
- 3.13 The Panel is currently chaired by David Leslie, Senior Manager, City Wide, Planning and Transport, Place. Changes to the management structure within the Department may result in a change of staff member who will chair the Panel and indeed may result in this role being shared by Senior Managers. The Panel expressed the view that the Panel Chair must continue to be carried out by a Senior Planning Manager from the Council.

Recommendations:

- 3.14 Planning Officials to 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 Panel's review meeting. However, this should emphasise the need for succinct and targeted presentations. The Panel Chair must continue to be carried out by a Senior Planning Manager from the Council.

Use of Panel's advice:

- 3.15 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 and Planning Portal. Panel reports are included as appendices to reports to Planning Committee and to the Development Management Sub-Committee.
- 3.16 Generally, it appears the Panel's advice is being incorporated into the developed building designs coming forward as planning applications. However, the Panel members are keen to understand how its advice is being incorporated into the designs coming forward as part of planning applications. It was suggested that an evidenced based approach requires to be developed to illustrate the above.

Recommendations:

- 3.17 Planning Officials to develop an evidence based approach to illustrate how the Panel's advice is being incorporated into the designs coming forward as part of a planning application.

Measures of success

- 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

- 5.1 There are no direct financial impacts arising from this report.

Risk, policy, compliance and governance impact

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

Equalities impact

- 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.
- 7.2 The Panel helps to enhance health and standards of living by supporting the creation of attractive well designed urban environments and places.

- 7.3 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 the 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 the rights of identity, expression and respect by considering all who will be using the built environment.
- 7.4 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

- 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.
- 8.2 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.
- 8.3 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

- 9.1 In preparation of this report, the Panel itself was consulted.
- 9.2 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.
- 9.3 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

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

Paul Lawrence

Executive Director of Place

Contact: Susan Horner, Planning Officer

E-mail: susan.horner@edinburgh.gov.uk | Tel: 0131 529 3762

Links

Coalition pledges	<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>
Council outcomes	<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>
Appendices	<ol style="list-style-type: none">1. Report of the Edinburgh Urban Design Panel – Panel's Yearly Review -2015.2. Remit, Functions, Roles and Procedures of the Edinburgh Urban Design Panel (25 February 2016)

EDINBURGH URBAN DESIGN PANEL Panel’s Yearly Review 2015		REPORT of meeting held at the City Chambers on 09 12 2015	
Panel members David Leslie Marion Williams Charles Strang Steven Robb Sole Garcia Ferrari Francis Newton Susan Horner	Chair – City of Edinburgh Council The Cockburn Association RTPI in Scotland Historic Environment Scotland ESALA City of Edinburgh Council City of Edinburgh Council	Gloria Lo Ian Stewart Harry Smith Bob Bainsfair Johnny Cadell	EAA EAA Heriot Watt Landscape Institute Scotland Architecture + Design Scotland
Apologies Adam Wilkinson Stephen McGill	Edinburgh World Heritage Trust Police Scotland		

Executive Summary

This report summarises the discussion and recommendations arising at the Edinburgh Urban Design Panel’s Yearly Review of 2015. 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, February 2014 and February 2015. At its yearly review, the Panel has discussions which result in recommendations being made to Planning Committee.
- 1.3 The 2015 yearly review which this report summarises concentrated on four aspects:
 - 2015 Panel Reviews: Work Programme
 - Panel Membership
 - Operating Procedures
 - Use of the Panel’s Advice
- 1.4 Representatives of the Edinburgh Urban Design Panel met with colleagues from other Scottish local authority design review panels at a workshop facilitated by Architecture + Design Scotland in March 2015. This allowed sharing of practice between panels.

2 2015 Panel Reviews: Work Programme

- 2.1 This year, the Panel carried out 18 reviews of development proposals within the city. All of these reviews were for developments that have resulted 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. In addition the Panel contributed advice to the review of planning guidance on student housing.

- 2.2 The Panel reviewed the development types and mix and were of the view that during the year the broad mix of developments was representative of the development activity across the city. There had been a growing focus of greenfield housing proposals as a result of the Local Development Plan proposed sites.

- 2.3 With respect to the selection of future reviews the Panel consider that developments continue to be reviewed by the Panel as part of the pre-application/PAN process. This is considered by the Panel to be an appropriate time in the design process for a Panel review. However, it is recognised that some developments are not coming forward for review due to the timing of the application. CEC to review their procedures with respect to how and when developments are identified for review by the Panel.

3 Panel Membership

- 3.1 The Panel members are drawn from a range of organisations with particular expertise to offer to the design review process.

- 3.2 Core Membership: Edinburgh World Heritage are the only organisation represented on the Panel which is not part of the core membership and is only invited to the Panel meetings for projects which lie within the World Heritage Site.

Architecture and Design Scotland are reviewing their input into the local panels. Depending on the outcome of their review they may not be able to continue to form part of the core membership of the Edinburgh Urban Design Panel and may only attend if specifically invited for certain types of design review. The Panel were of the view that the core membership should not be reduced but understood the circumstances if Architecture and Design Scotland are unable to continue to attend the Panel as core members.

- 3.3 Selection of Panel members: The selection of Panel members is carried out by the member organisations. It was not considered necessary by the organisations for further guidance to be provided to aid with this selection or to review the number of members from each organisation.

- 3.4 As part of the 2015 review, two organisations (Sustrans Scotland and Living Streets) asked if they could be considered to form part of the Panel's membership. This was discussed and it was agreed that their specialist expertise is already embedded within the professionals which sit on the Panel. It was agreed that the current size of the Panel worked well and that additional members would not be helpful in managing the Panels discussions.

4 Operating Procedures

- 4.1 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.

- 4.2 It is important that the development teams presenting to the Panel are briefed clearly prior to a Panel meeting to ensure that they focus on relevant information and that it is presented succinctly. It was considered by some Panel members that the analysis and design rationale could be condensed from the presentation at the meeting as this normally is issued to the Panel prior to the meeting. This would allow more time to be spent on the actual proposals and design. It was agreed that CEC would review the Procedures for presenters.

- 4.3 Panel Chair: The Panel is chaired by David Leslie, Senior Manager City Wide. David Leslie explained to the Panel the changes to the management structure within the department. He explained that his role within this new structure may result in a change of staff member who will chair the Panel and indeed may result in this role being shared by a few senior managers.

The Panel expressed very strongly the view that the Panel Chair must continue to be carried out by a senior Planning manager from the Council.

5 Use of the Panel's Advice

- 5.1 CEC officials explained how the Panel's report is used by planning officials and that it forms part of the application report to the Development Management Subcommittee.
- 5.2 The Panel was keen to understand how its advice is being used. It was suggested by the Panel that a more evidence based approach requires to be developed by CEC to illustrate how the Panel's advice is being incorporated into the designs coming forward as part of a planning application.

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 2016. These include:

- Work Programme:

CEC to review their procedures with respect to how and when developments are identified for review by the Panel.

- Panel Membership:

It was accepted that the core membership may change with Architecture and Design Scotland only attending if specifically invited for certain types of design review.

- Operating Procedures:

The Panel Chair must continue to be carried out by a senior Planning manager from the Council.

Advice to the development team presenting to the Panel should emphasise the need for succinct and targeted presentations.

An evidence based approach as to how the Panel's advice is being incorporated into the designs coming forward as part of a planning application should be developed by CEC.

APPENDIX 2 - Remit, Functions, Roles and Procedures of the Edinburgh Urban Design Panel

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

25
February
2016

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 a **Senior Planning Manager of the Council**, with a role to decide on projects to

This report relates to the development of the former Highgate Technology Site, South Edinburgh.

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

No deliberations 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 are represented at the panel



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 application 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?

On average, the Panel reviews 17 development proposals per year. Additionally, it contributes advice at an early stage in the formulation and



review 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 a concise and comprehensive 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.

Core members



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.



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.



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 Environment Scotland Àrainneachd Eachdraidheil Alba Historic **Environment** 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.

Supplementary members:

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

Architecture and Design Scotland will:

- attend Panel meetings by special arrangement;
- ensure that 1 member of their professional staff can attend such Panel meetings;
- Ensure their representative will provide advice consistent with the role 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.



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.

Procedures for Council Officials

The chair will:

- be a Senior Planning Manager from the Council.
- 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 PowerPoint which **focuses on** 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.

Planning Committee

10.00am, Thursday 25 February 2016

Grants to Third Sector Organisations 2016/17

Item number	10.1
Report number	
Executive/routine	
Wards	

Executive Summary

The purpose of this report is to seek Committee's approval for a grant of £46,300 to Edinburgh World Heritage and a grant of £25,800 to Edinburgh and Lothians Greenspace Trust. Additionally, Committee is asked to note the allocation of small grants to The National Trust for Scotland, The Scottish Civic Trust, the Architectural Heritage Society for Scotland (AHSS), the Edinburgh Access Panel and Archaeology Scotland.

The reduced level of grant award sought within 2016/17 reflects the agreed budget reduction in third party spend by 10% between 2015/16 and 2017/18 originally made under the BOLD programme.

Links

Coalition pledges	P40
Council priorities	CO19 CO23 CO26
Single Outcome Agreement	SO4

Grants to Third Sector Organisations 2016/17

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 approves a grant of £46,300 to Edinburgh World Heritage and £25,800 to Edinburgh and Lothians Greenspace Trust;
 - 1.1.2 notes the grant awards to the National Trust for Scotland, the Scottish Civic Trust, the Architectural Heritage Society of Scotland (AHSS), the Access Panel and Archaeology Scotland; and
 - 1.1.3 implements the savings previously agreed under the BOLD programme for the period 2015/16 to 2017/18.

2. Background

- 2.1 In February 2014, the Communities and Neighbourhoods Committee agreed:

“To approve the transfer of responsibility for developing future grant programmes and making grant awards to executive committees and policy development sub-committees”.
- 2.2 The Review of Grants to Third Parties also set out a requirement that all grant award recommendations should be co-produced with service users, carers and 3rd sector organisations by April 2016. The review also recommended that co-produced grant programmes should ideally be funded for a period of three years to provide financial stability for recipient organisations.
- 2.3 In addition, the BOLD work stream on third sector expenditure set out a recommendation to reduce third sector spend by 10% over three years and that service departments decide how best to implement these proposals. This report recommends that a 5% reduction of the grant awards for the existing recipients is applied to the recommended award for 2016/17 with a further 5% applied to the award recommended for 2017/18.

3. Main report

- 3.1 A budget reduction in third part organisation spend of 10% between 2015/16 to 2017/18 was agreed under the BOLD programme. However, the Council agreed that for the 2015/16 period awards would be maintained at the 2014/15 levels. In order to meet the BOLD programme targets, a 5% reduction is now proposed for the grant awarded for the 2016/17 and the 2017/18 periods respectively.

Edinburgh World Heritage (EWH)

- 3.2 EWH provides support to the historic environment through the conservation and repair of historic buildings in partnership with communities across the World Heritage Site
- 3.3 EWH has applied for £75,000. It was awarded £48,750 in 2015/16. It is proposed that the first of two 5 % reductions over a period of two years is applied to the grant award for 2016/17. It is therefore recommended that a sum of £46,300 be awarded to the EWH for 2016/17.
- 3.4 The shortfall in support has been built into EWH's budgeting for 2016/17. Although EWH have identified potential sources to make up this deficit, there are a number of small projects that could be sacrificed to address the £2,450 loss including support for World Heritage Day, 'Friends' events and school workshops. Discussions to move EWH onto a Service Level Agreement are ongoing and it is anticipated that this will be in place for 2017/18. Completion of this process would clarify the areas where the EWH contribution would be reduced.

Edinburgh and Lothians Greenspace Trust (ELGT)

- 3.5 ELGT works to enhance the quality of life for Edinburgh communities by improving their local environment. It works with the Council, communities, agencies and partners to create sustainable, well managed and accessible green spaces. The Trust has been jointly funded by Services for Communities and Health and Social Care, with the latter awarding £74,495.00 in 2015/16.
- 3.6 The Trust has applied for £27,746.00. It was awarded £27,144.00 in 2015/16. It is proposed that the first of two 5 % reductions over a period of two years is applied to the grant award for 2016/17. It is therefore recommended that a sum of £25,800 be awarded to ELGT for 2016/17.
- 3.7 The 5% reduction in the award over the 2016/17 period will be primarily met from the budgets of the greenspace improvement projects themselves. However, the reduction will present challenges for the organisation.

Other organisations

- 3.8 Other organisations which provide assistance to the formulation of planning policies and/or advice on development proposals, that receive smaller amounts have their grant delegated to the Service Director. It is recommended that the first of two 5% reductions over a period of two years is applied to the grant award for 2016/17 for these organisations:

- National Trust for Scotland - £2,850
- Scottish Civic Trust - £1,760
- Architectural Heritage Society of Scotland - £655
- Edinburgh Access Panel - £630
- Archaeology Scotland - £475

Grants programme 2017/18

- 3.9 The 5% savings sought in 2016/17 will be repeated at the same level 5% saving in years 2017/18 in order to achieve the targeted 10% reduction agreed under the BOLD programme. This has been achieved through negotiation with grant recipients during 2015/16 and has been undertaken through a collaborative approach with voluntary sector partners to co-produce grant programmes.

4. Measures of success

- 4.1 Each grant recipient is required to complete a funding agreement which details SMART targets that the recipient agrees to achieve. Achievement of these targets will contribute to departmental objectives and service plans.
- 4.2 The success of the review will be measured by whether or not its implementation can be shown to maximise best value and sustainability of third parties, improve satisfaction with the Council's grant to third parties arrangements and improve Council governance arrangements.

5. Financial impact

- 5.1 The total grant award for 2016/17 is £78,428 saving a total of £4,176 from total grant of £82,604 awarded in 2015/16. These savings have been achieved through a 5 % reduction in award across all of the recipients of the grants awarded. The required savings are expected to further reduce this to £74,252 in 2017/18.

6. Risk, policy, compliance and governance impact

- 6.1 The Communities and Neighbourhoods Committee in February 2014 accepted the recommendations of the Third Party Grants Review.
- 6.2 The third sector Co-production Steering Group, chaired by EVOC, has been set up to share good practice and ensure consistency as grant programmes are developed.

7. Equalities impact

- 7.1 No infringements of rights or negative impact on equalities have been identified. The award of third sector grants enhances the ability of the people of Edinburgh to participate in the operation of the Council.

8. Sustainability impact

- 8.1 The recommendations of grants to the listed organisations have a significant positive impact on the environment and people's understanding of Edinburgh's built and natural heritage.

9. Consultation and engagement

- 9.1 There has been engagement involving stakeholders to review the third party grants process throughout 2015. Specifically this included:
 - 9.1.1 Report to Planning Committee covering the Grants to Third Sector Organisations 2015/16 - 26 February 2015; and
 - 9.1.2 Report to the Services for Communities Senior Management Team addressing the proposal to reduce third party spend by 10% between 2015/16 and 2017/18 originally made under the BOLD programme. - December 2015.

10. Background reading/external references

- 10.1 http://www.edinburgh.gov.uk/download/meetings/id/46279/item_no_71_-_grants_to_third_sector_organisations_201516

Paul Lawrence

Executive Director of Place

Contact: Daniel Lodge, Planning Officer

E-mail: daniel.lodge@edinburgh.gov.uk | Tel: 0131 529 3901

11. Links

Coalition pledges	P40 Work with Edinburgh World Heritage Trust and other stakeholders to conserve the City's built heritage.
Council priorities	<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>CO23 Well engaged and well informed - Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community.</p> <p>CO26 The council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.</p>
Single Outcome Agreement	SO4 Edinburgh's communities are safer and have improved physical and social fabric.
Appendices	None.