

# Planning Committee

10.00am, Thursday, 25 February 2016

## Edinburgh Urban Design Panel: Sixth Progress Report

Item number

Report number

Executive/routine

Wards

All

### Executive summary

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

### Links

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Coalition pledges [P15](#), [P17](#), [P28](#), [P40](#)

Council outcomes [CO19](#), [CO26](#)

Single Outcome Agreement [SO4](#)

## Edinburgh Urban Design Panel: Sixth Progress Report

### Recommendations

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- 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

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- 2.1 The Edinburgh Urban Design Panel was constituted by the Planning Committee with an agreed remit, function, roles, procedures and principles of conduct. The aim of the Edinburgh Urban Design Panel is to contribute constructive advice which can be used by design teams, planners and developers to 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

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- 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](http://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**

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

## **Financial impact**

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

## **Risk, policy, compliance and governance impact**

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

## **Equalities impact**

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

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

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- 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

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

### Paul Lawrence

Executive Director of Place

Contact: Susan Horner, Planning Officer

E-mail: [susan.horner@edinburgh.gov.uk](mailto:susan.horner@edinburgh.gov.uk) | Tel: 0131 529 3762

## Links

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<b>Coalition pledges</b>	P15 – Work with public organisations, the private sector and social enterprise to promote Edinburgh to Investors. P17 – Continue efforts to develop the city's gap sites and encourage regeneration. P28- Further strengthens our links with the business community by developing the implementing strategies to promote the economic well being of the city. P40 – Work with Edinburgh World Heritage Trust and other stakeholders to conserve the city's built heritage.
<b>Council outcomes</b>	CO19 Attractive Places and Well Maintained – Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards. CO26 – The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives. SO4 Edinburgh's communities are safer and have improved physical and social fabric.
<b>Appendices</b>	<ol style="list-style-type: none"><li>1. Report of the Edinburgh Urban Design Panel – Panel's Yearly Review -2015.</li><li>2. Remit, Functions, Roles and Procedures of the Edinburgh Urban Design Panel (25 February 2016)</li></ol>

EDINBURGH URBAN DESIGN PANEL Panel’s Yearly Review 2015		REPORT of meeting held at the City Chambers on 09 12 2015	
<b>Panel members</b> 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
<b>Apologies</b> 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

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

## Why have design reviews?

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

## What are the aims of Edinburgh's Panel?

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

## Who are the Panel members?

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

## How does the Panel operate?

The Panel is chaired by 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, York (Cannockburn).*

*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

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## Remit

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

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

## Functions

The Edinburgh Urban Design Panel will:

- 7 be provided with formatted information in advance of any meeting of the Panel to allow a full understanding of the design issues raised by their proposals;
- 8 at the Panel meeting, be presented with the design aspects of proposals in 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

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## **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

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

- provide pdf versions of A3 landscape format booklets which illustrate the design concept and, to scale, context, plans, sections, elevations. In addition, other relevant material such as 3 dimensional views alongside a concise narrative should be provided. This should be set out in accordance with the pro forma;
- provide a summary of the project information including, names of clients, consultants, key players and consultees, estimated project cost and procurement method, and size of site;
- ensure that this visual and written information is provided no later than 8 days in advance of the meeting;
- note that the Council cannot accept emails greater than 3MB in size and allow for delivery of CD copies of the information if it is not possible to email it by 1 week in advance of the meeting;
- provide at the Panel meeting hard copies of folded scale drawings at a size no greater than A1 which clearly illustrate the proposals and surrounding context;
- ensure / encourage their clients to attend Panel reviews;
- provide a concise presentation using 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

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## **Locally Significant Development (A+DS category):**

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

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

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

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

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

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