

Planning Committee

2.00pm, Wednesday, 3 February 2021

Edinburgh Urban Design Panel Annual Review

Executive/routine Wards Council Commitments	Routine All
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1. Recommendations

- 1.1 Planning Committee is asked to:
 - 1.1.1 note the findings of the Edinburgh Urban Design Panel's annual review;
 - 1.1.2 record its appreciation of the voluntary contributions made by the Panel members to the design review process particularly in the landscape of the Covid-19 pandemic; and
 - 1.1.3 agree the revised Remit, Function, Roles and Procedures of the Panel as set out in Appendix 3.

Paul Lawrence

Executive Director of Place

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Report

Edinburgh Urban Design Panel – Annual Review

2. Executive Summary

- 2.1 The Edinburgh Urban Design Panel contributes to the aim of raising the quality of new development in the city.
- 2.2 The purpose of this report is to summarise the findings from the annual review of the Edinburgh Urban Design Panel's work. A series of recommendations and actions are proposed for Committee's approval.

3. Background

- 3.1 The Edinburgh Urban Design Panel was set up by Planning Committee as one of the recommendations from the then City Design Initiative. Its main aim is to provide constructive urban design advice at an early stage in the preparation of development proposals or planning strategy. The Panel's discussion with a developer's design team is summarised in a written report which is then used by both the planning authority and the applicant to guide the finalisation of proposals for submission as a planning application. Advice on planning strategy is used to inform the drafting of policies and guidance.
- 3.2 The Panel is made up of voluntary representatives from a range of member organisations agreed by Planning Committee (see Appendix 1). Membership was expanded in the past year to implement Committee's decision to include a representative from Scottish Natural Heritage (now NatureScot). The wide range of skills and experience of the Panel members brings significant benefits in terms of the insight that can be offered on major and complex projects where a range of design issues will be raised. The discussion at Panel meetings benefits from cross-disciplinary contributions and often provokes a developer's design team to reconsider aspects of their early proposals in a broader context. The presentation of proposals at the pre-application stage offers the greatest opportunity to influence

design quality and to highlight issues likely to be raised by consultees to the future planning applications.

- 3.3 Planning Committee established the Panel as an independent source of advice but wanted the process to be embedded within the development management process in order to have greatest impact. For that reason, the Panel's meetings have always been chaired by a senior planning service manager, acting in a facilitating role, and serviced by planning officers with design skills.
- 3.4 The Panel first met in March 2009 and has reviewed almost 220 development proposals over the past 12 years. There is a requirement that an annual review of effectiveness is reported to the Planning Committee annually.

4. Main report

- 4.1 The annual review of the Panel's work programme and operations was carried out in December 2020. The report of meeting is attached in Appendix 2.
- 4.2 From May 2020, the Panel continued their business by meetings which were held through Skype and Microsoft Teams in response to the Covid-19 pandemic restrictions on meetings. This year's review reflected on this new way of working and Panel members were of the view that the virtual meetings were working well and advocated a blended approach to meetings post pandemic.
- 4.3 During 2020, the Panel carried out seven reviews of emerging development proposals. In addition, the Panel contributed advice to the City Plan, City Mobility Plan and The Princes Street and Waverley Valley Strategy. The Panel considered that the range of development proposals, was representative of the development activity across the City. Panellists expressed an interest in providing more strategic advice with respect to the growth and densification of the city, city wide public realm projects and Place Briefs. This has been noted by the Panel secretariat with respect to the Panel's 2021 work programme.
- 4.4 Given the City of Edinburgh Council's corporate goal to deliver a carbon neutral Capital by 2030 and the actions to address the 'climate emergency', the Panel recognised an opportunity to refocus their remit, function, roles and procedures to prioritise sustainable development in their design advice. The proposed changes are shown as highlighted text in Appendix 3.

5. Next Steps

- 5.1 The operational improvements and revised Remit, Function, Roles and Procedures of the Panel will be implemented following Committee approval.

6. Financial impact

- 6.1 There are no financial impact arising from this report.

7. Stakeholder/Community Impact

7.1 In the preparation of this report, Panel members were consulted.

8. Background reading/external references

8.1 www.edinburgh.gov.uk/planning-13/edinburgh-urban-design-panel

9. Appendices

- 9.1 Appendix 1 – List of Edinburgh Urban Design Panel Organisations (2020).
- 9.2 Appendix 2 – Edinburgh Urban Design Panel, Annual Review Report.
- 9.3 Appendix 3 – The Edinburgh Urban Design Panel, Remit, Function, Roles and Procedures.

Appendix 1 - List of Edinburgh Urban Design Panel Organisations (2020)

Core membership:

Cockburn Association;
Edinburgh Architectural Association;
Edinburgh School of Architecture and Landscape Architecture, University of Edinburgh;
Historic Environment Scotland;
Landscape Institute Scotland;
NatureScot;
Police Scotland;
Royal Town Planning Institute Scotland;
School of Energy, Geoscience, Infrastructure and Society, Heriot Watt University; and
Transport Research Institute, Edinburgh Napier University

As required (for development proposals in or significantly impacting on the Old and New Towns of Edinburgh World Heritage Site):

Edinburgh World Heritage.

EDINBURGH URBAN DESIGN PANEL

2020 Annual Review

REPORT
of MS TEAMS
meeting held on
02 December 2020

Panel:

David Leslie	Chair – City of Edinburgh Council	Ben Ranger	EAA
Terry Levinthal	The Cockburn Association	John Lancaster	EAA
Steven Robb	Historic Environment Scotland	Charles Strang	EAA
Kirsty Towler	RTPI Scotland	Dr Sole Garcia Ferrari	ESALA
PC Samantha Campbell	Police Scotland	Frazer McNaughton	Nature.scot
Grigorios Fountas	Edinburgh Napier University	Susan Horner, Secretariat	City of Edinburgh Council
Dr Harry Smith	Heriot Watt University	Una Lee, Secretariat	City of Edinburgh Council
Christina Sinclair	EWHT		

Apologies

Landscape Institute Scotland

1 Summary

This report summarises the discussion, recommendations and actions from the Edinburgh Urban Design Panel's Annual Review of 2020. The Panel has continued to carry out reviews as defined within the remit, functions, roles and procedures of the Panel across the city. It should be noted that in response to the COVID-19 pandemic the Panel continued to operate primarily within its Remit, Function, Roles and Procedures but with the changes as noted in appendix A. In addition to the annual review meeting on the 2 December 2020 the Panel met in September to discuss the scope for this meeting, refer to appendix B.

The Chair thanked the Panel members for their support and contributions during what has been a very challenging year for everyone.

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 at pre-application stage.
- 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 yearly since 2010. At its annual review, the Panel reflects on its work programme, organisational changes and opportunity for improvements.
- 1.3 The agenda for the 2020 annual review was as follows, also refer to appendix C for supporting information:

Virtual Panels:

Addendum to remit, functions, roles and procedures relating to covid-19 response

Support and Administration

Format of the meeting

Preparation for the meeting

Panel's Report/Advice

2020 Panel Work Programme:

Other Panels in Scotland:

Climate Emergency and the role of the Panel:

2 Virtual Panels

From May 2020, Panel meetings were held virtually through SKYPE and Microsoft Teams in response to the COVID-19 pandemic with their operation adapted to suit the virtual platform as detailed in appendix A.

The Panel generally agreed that the support, administration and format of the meetings was working well. It was acknowledged that in the foreseeable future, meetings will continue in virtual format. After social distancing restrictions ease, the Panel suggested that a blended approach should be considered.

Format of the meeting:

The Panel acknowledged that meetings in a virtual format generally take longer and that this has to be reflected in the timing and operation of the meeting. It was also noted that if the number of project reviews is to return to pre pandemic numbers ie. two a month, this would probably result in two separate meetings or if on the same day a break would have to be provided between reviews to avoid virtual 'fatigue'.

The Panel agreed that the round the table summing up was of benefit to the meeting particularly in the virtual format.

Presentations:

The Panel suggested that the presenters pro forma should be reviewed and strengthened, as it could be used more effectively to identify subject areas and information relevant to the Panel's remit.

The Panel agreed that it is important for both the planning officer and presenter/designer to present their understanding of the urban context. It was suggested that they should be briefed to avoid duplication of information between the planning officer and the presenter/designer.

The Panel suggested that a digital flythrough may be beneficial in some cases to understand the proposal. Also, it was noted that they can be easily presented in virtual meetings.

Panel's Report/Advice:

The Panel suggested that the report could 'weight' the importance of the advice and where appropriate provide design principles.

It was also noted that it is generally recognised that in order for the advice given by cross-disciplinary panels to add value, where possible this advice should advocate innovative high quality design.

Blended Meetings:

Criteria for these meetings will have to be established with respect to why and when a meeting in person would be useful against the virtual format.

Recommendation and actions:

Secretariat to revise the Panel's Remit, Functions, Roles and Procedures to take account of virtual and blended meeting format and review the presenters pro forma.

3 2020 Work Programme

The Panel normally will carry out about 22 reviews in a year. However, this year due to the COVID-19 pandemic the Panel carried out 10 reviews. 7 of these reviews were of development proposals within the city, all of which have resulted or are expected to result in planning applications. In addition, the Panel contributed advice to the City Plan, City Mobility Plan and the Princes Street and Waverley Valley Strategy scoping.

The Panel considered that the range of development proposals reviewed was representative of the development activity across the city.

The Panel welcomed the opportunity to review policies, guidance and strategies with a view to influencing wider policy issues within the city, focussed on placemaking, wellbeing, densification, public realm and Climate Emergency. In particular, the Panel expressed an interest in providing advice at a strategic level in particular with respect to the growth and densification of the city, city wide public realm and active travel projects and Place Briefs. It was noted that the preparation of the proposed City Plan 2030 is probably too advanced to benefit from further input.

Recommendations and actions:

Secretariat noted the above with respect to the Panel's 2021 work programme.

4 Other Panels in Scotland

A meeting was convened and chaired by The City of Edinburgh Council to provide a platform for local authorities within Scotland, to share their knowledge and procedures with respect to virtual design panels. The meeting was attended by five local authorities, Glasgow, West

Dunbartonshire, Highland and Aberdeenshire, it was also attended by Architecture and Design Scotland. Virtual meetings could provide a mechanism to enable local authorities which cover a large geographic area to form Panels. With respect to this, the Panel also noted that it may allow resources sharing between professional bodies which sit on these Panels.

The Edinburgh and Glasgow Urban Design Panels are the only panels in Scotland currently operating as virtual panels and as part of this knowledge sharing, Planning officers from Edinburgh attended a meeting of the Glasgow panel as an observer.

The learning points from the discussions were shared with panel members.

Recommendation and actions:

Secretariat to convene and chair a yearly meeting with Scottish Local Authority Panel officers.

5 Climate Emergency and the role of the Panel

The Chair noted that given the City of Edinburgh Council's corporate goal to deliver a carbon neutral Capital by 2030 and the global 'climate emergency' there is an opportunity for the Panel to refocus its remit to prioritise sustainable development, as part of their design advice, within the City.

To assist with this discussion, Nature.scot and the EAA shared their approaches:

- EAA shared with the Panel their sustainability check list and RIBA Sustainability Outcomes Guide refer to appendix. Both of which are referred to when considering development proposals at Panel meetings.
- Nature.scot referred to the Fourth National Planning Framework to illustrate the change in focus and suggested the following topics should be considered when reviewing development in the city;
 - Coastal sea level rise
 - Surface water management
 - Mitigation and active travel

City Scale

The Panel noted that to achieve the larger impacts to address climate change and a changing city these are best dealt with at a neighbourhood and city level and not on an individual building basis and could assist in developing a sustainable urban growth strategy for the city. Therefore, it is recommended that projects coming forward should be considered more at a strategic urban design level and not building design.

It was suggested that in support of this approach the Panel could be involved in and could potentially have an impact in the future of the city, to organise a series of short conversations in 2021, where strategies are shared and discussed.

Historic Environment

With respect to the historic environment the Panel noted the importance of considering how the 'climate emergency' and historic buildings can work 'hand in hand' and based on an understanding of what the heritage values at all scales, whether an area/neighbourhood, building or both.

It was noted that The Edinburgh World Heritage Trust and Historic Environment Scotland have guidance and exemplar projects which were shared during the meeting.

A general comment from the Panel was in respect of future alignment of the City of Edinburgh's sustainable planning policies and the emerging Fourth National Planning Framework. The Panel would have to consider to what extent advice from the Panel with respect to sustainable development could be delivered through the planning process.

Recommendation and actions:

Secretariat to recommend to Planning Committee that the Panel's Remit, Functions, Roles and Procedures be revised to 'promote sustainable development and raise the quality of the built environment within the City of Edinburgh Council area'.

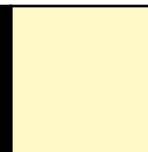
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Any Other Business:

No other business noted.

APPENDIX 3 - Proposed changes to this document as shown as highlighted text

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



About the Edinburgh Urban Design Panel



Introduction

This report relates to the development of the former system technology for the City Council.

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

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

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

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

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

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

This report is the view of the Panel and is not attributable to any one individual. The Panel does not prejudice any of the organisations who are represented at the panel or the proposals at a later stage.

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 the quality of the built environment in Edinburgh and prioritising sustainable development in their design advice. 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 be presented and to facilitate discussion during meetings at the City Chambers or in the virtual format. 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. From May 2020 the Panel continued its business by meetings which were held through SKYPE and Microsoft Teams in response to the COVID-19 pandemic restrictions on meetings. A blended approach is proposed to continue post pandemic.

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?

The Panel reviews around 20 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 usually on the last Wednesday of the month in the City Chambers or as a virtual meeting.

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

Remit, Functions and Roles

Remit

The Edinburgh Urban Design Panel aims to promote sustainable development and 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 advice which can be used by design teams, planners and, or developers to develop their proposals in a positive way which is focused on promoting sustainable development and raising the quality of the built environment;
- 2 provide 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 usually, 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 sustainability and design issues raised by their proposals;
- 8 at the Panel meeting, be presented with the sustainability strategy and 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



NatureScot 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 NatureScot with respect to landscape context and the global 'climate emergency'.



The Cockburn Association will:

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



The Edinburgh Architectural Association will:

- establish a small pool of their members from which panel members can be drawn and ensure that 3 of their members can attend each Panel meeting;
- refresh approximately a third of this pool on a yearly basis to ensure that there is a degree of continuity which is balanced by new voices being brought to the panel;
- ensure that panel members are well respected within their profession, have a track record in achieving high quality design and are able to communicate effectively and objectively their view on design matters.

ESALA

Edinburgh School of Architecture & Landscape Architecture

The Edinburgh School of Architecture and Landscape Architecture will:

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

Landscape Institute
Scotland

The Landscape Institute Scotland will:

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

Historic 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 Energy, Geoscience, Infrastructure and Society, 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:



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 make a significant contribution to raising the quality of the proposals;
- 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;
- 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 sustainability strategy** and design issues raised by their proposals, architects, consultant planners and developers should:

- provide a concise presentation in a digital format which focuses on the rationale for the development, including its design concept and sustainability strategy. This should be set out in accordance with the pro forma and be around **10 minutes**;
 - 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;
 - ensure / encourage their clients to attend Panel reviews;
 - 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.

Virtual Meetings

When the Panel holds a virtual meeting, the following procedures will apply:

Meetings

Meetings will be held virtually through Microsoft TEAMS.

Meetings will be held monthly and generally the last Wednesday of each month.

The timescale for an individual review will be around 1 hour however one and a half hours will be allocated to each meeting to accommodate the virtual process.

Microsoft TEAMS Connection

If a presenter's internet connection drops during the meeting, the review will continue without interruption. The Panel's report will be based on the information provided by all Panel members.

If a Panel member's connection drops during the meeting, the review will continue without interruption. The Panel member may email a brief summary of comments to the chair and secretariat, for including in the draft report. Comments must be supplied no later than 5.30 pm on the day of the meeting.

If the chair's connection drops, his/her role in facilitating the meeting will be performed by one

of the design officers. Similarly, if a planning case officer's connection drops, a design officer will fulfil his/her contribution to the meeting.

Report

A draft report will be circulated to the Panel for comment within two days of the meeting. The final report will be issued to the presenting team two weeks after the meeting.

The Chair

The meetings will be chaired by a senior planning manager of the council. The chair's role will be to facilitate and focus Panel discussion on providing advice on proposals under review.

Panel members

Organisations are asked to confirm attendees in advance, ideally no later than 10 days before the Panel meeting.

Presentation material will be emailed to attendees 8 days before the meeting. It is noted that given the current emergency Panel members will not be available to visit a site before a meeting.

To minimise potential shortcomings of the virtual meeting Panel members are asked to:

- Familiarise themselves thoroughly with presentation material in advance;

- Ensure that during the meeting, questions addressed to presenters are targeted and concise.

Panel members are asked to comment within a week of receiving the draft report to allow it to be finalised and issued to the presenters.

The secretariat

A council planning officer will prepare and circulate a draft Panel report within two working days of the meeting to ensure that agreement can be reached on the final version within two weeks.

Planning officials:

A council planning officer will 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. The paper should be provided no later than 8 days in advance of the Panel meeting.

At the meeting, the council planning case officer will provide a concise presentation on the planning issues, noting this should normally last no more than 5 minutes.

Procedure for presenters

The number of presenters at the Microsoft TEAMS meeting should be limited to a maximum of three.

To minimise potential shortcomings of the virtual meeting, presenters are asked to:

- Limit presentation time to five minutes, focused on communicating the rationale for the design concept and sustainability strategy (bearing in mind that the Panel will already be familiar with the presentation material).
- Respond concisely to Panel members' questions and comments.

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

- Provide a concise presentation in a digital format which focuses on the rationale for the design including its concept and sustainability strategy and be set out in accordance with the pro forma. Ensure that this visual and written information is provided no later than 8 days in advance of the meeting;

- Ensure / encourage their clients to take part in the Microsoft TEAMS meeting;
- Remain for the duration of the Panel's discussion to hear the views expressed.

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.