

Planning Committee

2.00pm, Wednesday, 7 August 2019

Edinburgh Planning Concordat

Executive/routine	
Wards	All
Council Commitments	

1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 approves the revised Edinburgh Planning Concordat.

Paul Lawrence

Executive Director of Place

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Edinburgh Planning Concordat

2. Executive Summary

- 2.1 The purpose of this report to seek the Committee's approval of a revised Edinburgh Planning Concordat.

3. Background

- 3.1 The Edinburgh Planning Concordat was introduced in 2010 to set out a collaborative way of working between the planning authority, developers and community councils when major developments are proposed. It was updated in 2016 in association with Edinburgh Chamber of Commerce and the Edinburgh Association of Community Councils.
- 3.2 At its meeting on [15 May 2019](#) the Planning Committee considered proposed changes to the Concordat in the context of changes to the pre-application advice service. Committee asked officers to consult with the Edinburgh Development Forum and the Edinburgh Civic Forum and report back to Committee prior to agreeing any changes.

4. Main report

- 4.1 The proposed changes to the Concordat create a simplified working document that sets out how developers, community councils and the planning authority can work together early at the pre-application stage to achieve principles of good place-making when a major or complex local development is proposed. The Concordat replaces the 2016 version with greater emphasis on the benefits of early engagement and provides a step-by-step process to engaging in a major or a complex local development. The revised Concordat is set out in Appendix 1.
- 4.2 The proposed changes to the Concordat were discussed at the meetings of the Edinburgh Civic Forum on 4 June and Edinburgh Development Forum on 11 June. The report considered by Planning Committee on [15 May 2019](#) was circulated with the agenda papers for both meetings. Both discussions welcomed the changes to simplify and to focus the document on key principles and to extend the process of

engagement to cover the more complex local development proposals. Both meetings endorsed the principles of the revised Concordat.

5. Next Steps

- 5.1 Once approved, the signing of the revised concordat will be arranged with the Planning Convenor and representatives from each of the Edinburgh Chamber of Commerce and the Edinburgh Association of Community Councils.

6. Financial impact

- 6.1 There are no direct financial impacts arising for the Council from the revision of the Concordat.

7. Stakeholder/Community Impact

- 7.1 Discussions were held with the Edinburgh Civic Forum on 4 June and Edinburgh Development Forum on 11 June 2019.

8. Background reading/external references

- 8.1 ["The Edinburgh Planning Concordat 2016" – report to the Planning Committee, 11 August 2016](#)

9. Appendices

- 9.1 Appendix 1 – revised Edinburgh Planning Concordat 2019

Appendix 1 – revised Edinburgh Planning Concordat 2019

1. Introduction

This Concordat is a working document which sets out how developers, community councils and the planning authority can work together early at the pre-application stage to achieve good place-making when a Major or complex Local development is proposed. This Concordat is a streamlined version of earlier concordats and relates to the Council's reformed pre-application advice service.

2. Why

Edinburgh is a city of growth and faces challenges to provide homes and jobs for the communities of the future. Protecting Edinburgh's heritage asset and economic profile is a key priority for years to come. In doing so, the plan-led system in Scotland is used to make decisions about the future developments of our areas and is used to balance different interests to make sure that land is used and developed in a manner that creates high quality and sustainable places to live, play and work.

It is recognised that not everyone wants change/developments in their own area and tensions can rise. However, before an application is submitted, experience has shown that when developers, communities and the planning authority work constructively together, better places can be created. Getting the balance right is difficult but important.

3. Concordat Benefits

For Developers

- To signal that planning is open for business
- To establish the benefits of early engagement
- To ensure expectations are managed and met

For Community Councils

- To ensure early participation in the planning process
- To reduce information and process uncertainty
- To ensure that meaningful pre-application consultation (PAC) is delivered

For Council

- To promote a culture of continuous improvement
- To demonstrate added value
- To better understand expectations

4. Concordat Roles

Developers are encouraged to promote the value of early and meaningful engagement with community councils in shaping development proposals.

Community Councils (CCs) are encouraged to promote the vital role in representing the views of the wider community when new developments are proposed and to work collaboratively with developers.

Council will promote the ways that developers and CCs can engage with each other.

*The concordat does not expect community councils to liaise with developers if the local community are fundamentally opposed to the development but expects community councils to make sure those are the views of a diverse range of local people. **

5. Flow Chart of the Major or complex Local Development Process

<p>Pre-Application Discussion</p>	<ul style="list-style-type: none"> • Developer complete pre-application advice form with charges payable to request an early meeting with Planning to discuss Major* or potentially complex Local proposals. Developers should provide sufficient information for initial assessment. Formal EIA screening request. • Developer requests an early meeting with Community Council (CC) to discuss Major* or potentially complex Local proposals • Developer and Council discuss <i>processing agreement</i>
<p>Pre-Application Notice (PAN) Process*</p>	<ul style="list-style-type: none"> • Developer and CC discuss details of community consultation exercises and key dates • Developer submits Proposal of Application Notice (PAN) • Council and CC agree community consultation • CC to consider seeking help from the developer to engage with wider community • CC makes comments directly to developer and copies in Council • Developer to share draft Pre Application Consultation (PAC) report with CC for comment and amendments if agreed in advance
<p>Application Submission</p>	<ul style="list-style-type: none"> • Developer submits planning application in line with processing agreement • PAC report submitted with application * • Developer and planning authority offer to meet CC to explain proposals
<p>Application Processing</p>	<ul style="list-style-type: none"> • Council automatically consults CC on a major application • CC to request to be a statutory consultee on a local application within 7 working days of the weekly list being issued • CC's comments to include review of PAC report • Council makes recommendation/ decision is taken (determined via Development Management Sub Committee or under the Scheme of Delegation)
<p>Post Decision</p>	<ul style="list-style-type: none"> • Legal agreement concluded • CC informed of decision • All parties to complete survey on the process

Possible Methods of Engagement

- Distribution of information to post code areas e.g. postcards, leaflets, brochures and mail shots.
- Use public notice boards e.g. shop windows, GP surgeries, places of worship such as churches, community and sport facilities.
- Websites and social media e.g. Facebook/ Twitter
- Newspaper adverts/ articles/ radio
- Public stalls/ street stalls
- Public meetings, exhibitions, roadshows, workshops and focus groups.

(* statutory requirements for major developments)