

Planning Committee

2.00pm, Wednesday, 18 January 2023

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 for the voluntary contributions made by the Panel members to the design review process;
 - 1.1.3 Agree to a liaison meeting with members of the Panel; and
 - 1.1.4 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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Edinburgh Urban Design Panel – Annual Review

2. Executive Summary

- 2.1 The Edinburgh Urban Design Panel contributes to the aim of raising the quality and sustainability of new development in the city.
- 2.2 The purpose of this report is to summarise the findings from the annual review of the 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 and promote sustainable development and equality 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).
- 3.3 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.
- 3.4 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 on future planning applications.
- 3.5 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 manager, acting in a facilitating role, and serviced by planning officers with design skills.

- 3.6 The Panel first met in March 2009 and has reviewed almost 240 development proposals over the past 14 years. There is a requirement that an annual review of effectiveness is reported to the Planning Committee annually, which is the purpose of this report.

4. Main report

- 4.1 The annual review of the Panel's work programme and operations was carried out on 8 December 2022. The report of that meeting is attached in Appendix 2.
- 4.2 From May 2020, the Panel continued their business by meetings which were held virtually 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 generally working well. Operational improvements were discussed and agreed. It was also suggested that occasionally there may be benefit for the meetings to be held on site and therefore the Panel's functions should be updated to reflect this potential. The updated Remit, Functions, Roles and Procedures are attached in Appendix 3 for approval.
- 4.3 During 2022, the Panel carried out eight reviews of emerging development proposals and one Council led active travel/public realm project. Also, the Panel provided informal comments for two council led projects.
- 4.4 Panellists expressed an interest in suggesting development for review by the Panel and receiving regular updates on the status of projects following reviews. This will be addressed by the Panel's secretariat.
- 4.5 In relation to integrating equality and women's safety into Panel advice, this has been addressed in some Panel reports since it became part of the Panel's remit earlier this year. To bolster knowledge in this area it was agreed that training will be provided to the Panel in 2023.
- 4.6 In addition to the Panel members forming part of the Annual Committee Planning Tour, it was suggested that a liaison meeting be set up between Panel members and Councillors of the Planning Committee to discuss the work of the Panel including how equality and women's safety is being integrated into Panel advice. It is recommended this meeting is arranged.
- 4.7 Given the contributions made by Panel members to the design review process is voluntary, it was agreed this should be stated in the Panel's Remit, Function, Roles and Procedures and this is now reflected in Appendix 3.

5. Next Steps

- 5.1 If Committee approve the recommendations in this report:
 - 5.1.1 The operational improvements and revised Remit, Function, Roles and Procedures of the Panel will be implemented; and
 - 5.1.2 A liaison meeting will be arranged between Panel members and Councillors of the Planning Committee to discuss the work of the Panel.

6. Financial impact

- 6.1 There are no financial impacts 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 [Edinburgh Urban Design Panel](#)

9. Appendices

- 9.1 Appendix 1 – List of Edinburgh Urban Design Panel Organisations (2022).
- 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 (2021)

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;
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.

APPENDIX 2

EDINBURGH URBAN DESIGN PANEL

2022 Annual Review

REPORT
of MS TEAMS
meeting held on
08 December 2022

Attendees

David Givan	Chair – City of Edinburgh Council	Emily Peel Yates	Landscape Institute Scotland
Terry Levinthal	The Cockburn Association	Charles Strang	EAA
Steven Robb	Historic Environment Scotland	Ben Ranger	EAA
Graham Marchbank	RTPI Scotland	Ana Garcia	ESALA
PC Samantha Campbell	Police Scotland	Frazer McNaughton	Naturescot
Emily Peel Yates	Landscape Institute Scotland		
Dr Caroline Brown	Heriot Watt University		
Susan Horner, Secretariat	City of Edinburgh Council	Una Lee, Secretariat	City of Edinburgh Council

Apologies

Christina Sinclair	EWHT	Edinburgh Napier University
Sam Campbell	Police Scotland	

Summary

This report summarises the discussion, recommendations and actions from the Edinburgh Urban Design Panel's Annual Review of 2022. 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 within its Remit, Function, Roles and Procedures with the operation adapted to suit the virtual platform. The Chair thanked the Panel members for their support and contributions during the past year.

Introduction

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.

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.

To assist and inform discussion at this year's Panels review two presenters' surveys have been carried out and Panel feedback 2x2 suggestions. The results of both were presented at the start of the meeting.

Remit Function Roles and Procedures

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.

It was noted that given the Panel offers voluntary advice this should be made clearer in the Panel's remit, function, roles and procedures.

Recommendation and actions:

Secretariat to recommend to Planning Committee that the Panel's Remit, Functions, Roles and Procedures be revised to state the above.

National Planning Framework 4

The Chair outlined the emerging policy context with respect to NPF4.

It was suggested and agreed that training/briefing should be provided to the Panel early next year one NPF4.

Recommendations and actions:

Secretariat to note above.

Integrating Equality into Panel advice

In relation to integrating equality and women's safety into Panel advice this has been addressed in some reports since it became part of the Panel remit. It was agreed not to expand the Panel's core membership organisations, but to bolster the Panel's knowledge. To achieve this it was agreed that training will be provided to the Panel in 2023 and as noted below discussed as part of the work of the Panel at a liaison meeting with Councillors of the Planning Committee.

Recommendations and actions:

Secretariat to recommend to Planning Committee

Virtual Panel Meetings

From May 2020, Panel meetings have been 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 the Panel's Remit, Function, Roles and Procedures.

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 a virtual format.

It was agreed that the guidance for presenters need to be updated to provide a greater focus on getting the best out of Panel reviews. This may also include a short meeting with the presenting team.

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. As part of this refresh it is to be made more bespoke for different project / different locations. Also, as part of this, presenters will be prompted to set out any issues they would like the Panel to consider.

The Council's Planning Issues Paper which sets out key planning considerations is to be refreshed to provide a greater focus on urban design issues.

The Panel's report/advice is to be refreshed to make it more focused on the advice being provided to the presenting team.

It was agreed that occasionally there may be benefits for meetings to be held on site and therefore the Panel's remit, function, roles and procedures should be revised.

Recommendation and actions:

Secretariat to review the presenters pro forma and provide additional briefing to the presenters.

Secretariat to review the Planning Issues Paper.

Secretariat to review the structure of the Panel's report.

Secretariat to recommend to Planning Committee that the Panel's Remit, Functions, Roles and Procedures be revised to state the above.

2022 Work Programme

The Panel first met in March 2009 and has reviewed almost 240 development proposals over the past 14 years.

The Panel normally will carry out about 22 reviews in a year. However, this year as last year due to the COVID-19 pandemic the Panel carried out 8 reviews.

All of these reviews were of development proposals within the city, all of which have resulted or are expected to result in planning applications.

The Panel also reviewed a council led active travel/public realm project and provided informal comments to two council led projects.

The Panel expressed an interest in suggesting development for review and to receive regular updates of projects following review.

Recommendations and actions:

Secretariat noted the above and will prepare updates on the status of projects following reviews.

Planning Committee

The Chair noted that Panel organisations will be invited to next year's Planning Committee Tour. In addition to this it was suggested and agreed that a liaison meeting could be set up between Panel members and Councillors of the Planning Committee to discuss the work of the Panel including how equality and woman's safety in being integrated into Panel advice.

Recommendation and actions:

Secretariat to recommend to Planning Committee the above.

Any Other Business:

A liaison meeting has been set up with the EAA for early in the new year.

The Edinburgh Urban Design Panel

Remit, Functions, Roles and Procedures

January 2023

About the Edinburgh Urban Design Panel



Introduction

This report relates to the development of the former system technology for the...
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 independent 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, who operate on a voluntary basis, 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, **the virtual format or very occasionally depending on the project for review on site.** 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 **Thursday** 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 equality, 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.

Functions

The Edinburgh Urban Design Panel will:

- 6 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;
- 7 at the Panel meeting, be presented with the sustainability strategy and design aspects of proposals in a concise and comprehensive manner possible;
- 8 seek to reach consensus on the advice to be provided and explain the rationale for this;
- 9 agree key priorities and provide written advice which summarises the discussion held at the Panel meeting;
- 10 allow advice to be viewed by the public once a planning application has been made.

Roles

The Edinburgh Urban Design Panel members will:

- 11 provide advice which draws on their professional knowledge and / or experience;
- 12 advise their respective organisations of the Panel's views;
- 13 adhere to the principles of conduct for the Edinburgh Urban Design Panel;
- 14 expect honesty and openness from all presenters to the Panel;
- 15 expect an undertaking from presenters to consider, reflect and take into account the advice provided in the development of the design;
- 16 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;
- 17 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

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.