

# Rolling Actions Log

## Planning Committee

31 January 2024

| No | Date     | Report Title  | Action  | Action Owner                | Expected completion date  | Actual completion date | Comment   |
|----|----------|---|---|-----------------------------|---|------------------------|---|
| 1  | 14.06.23 | West Edinburgh Placemaking Framework and Masterplan: Draft for Consultation | To note that a report would be brought back detailing the outcome of the consultation, along with a finalised Framework and Masterplan. | Executive Director of Place | December 2023<br>(Provisional date for additional committee being explored) |                        | <b><u>Update September 2023</u></b><br><br>The West Edinburgh Placemaking Framework and Masterplan <a href="#">consultation</a> closed on 4 October 2023. |
| 2  | 13.09.23 | Business Bulletin – Planning Performance                                    | 1) To circulate the number of remaining legacy tree work cases to members.  | Executive Director of Place | November 2023.  | November 2023          | <b>Closed November 2023</b><br><br>This information was included in the Committee Business Bulletin on 15.11.2023   |
|    |          |   | 2) To circulate the number of non-householder applications that had been withdrawn to members.  | Executive Director of Place | November 2023   | January 2024           |   |

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| 3  | 13.09.23 | Business Bulletin                   | To circulate the minutes of the Student Housing Workshop to members.   | Executive Director of Place | November 2023            | September 2023         |  |
| 4  | 13.09.23 | Planning Controls over Construction | 1) To agree to establish a short life working group, consisting of representatives from communities affected by construction, representatives of developers and/or the construction industry, one representative per party group and the mover of the original motion, and relevant council officers, to consider options to encourage more responsible construction, and to report back to committee within three cycles. | Executive Director of Place | April 2024               |                        | Planning underway for short life working group meetings. |
|    |          |                                     | 2) To engage with members on advice and expectations around construction that will be sent to developers.  | Executive Director of Place | March 2024               |                        |  |

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|    |          |  | 3) To discuss with colleagues in environmental health on restricting the hours of construction sites.  | Executive Director of Place | March 2024               |                        |   |
|    |          |  | 4) To liaise with members on constituent feedback regarding issues surrounding construction sites.   | Executive Director of Place | March 2024               |                        |   |
| 5  | 13.09.23 | Addressing the Nature Emergency through Planning | 1) To agree that party groups and independent councillors will be offered a briefing from officers on this framework and how the nature emergency will be incorporated into relevant guidance; further agrees that, when relevant guidance returns to committee for approval, that those reports will consider the use of metrics and detailed guidance / checklists on biodiversity for developers, residents and others. | Executive Director of Place | December 2023            |                        | New officer appointed. Briefing to be offered in January. |

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|    |          |                                  | 2) To note that a report on "planning training and awareness programme" is due to be presented to committee in November 2023, and agrees that this report will also consider the potential for nature emergency and biodiversity training for relevant officers and committee members." | Executive Director of Place | November 2023            | November 2023          | <b>Closed November 2023</b><br>This report was included on the agenda for Committee on 15.11.2023. |
| 6  | 15.11.23 | Business Bulletin                | To request the number of decisions made in regards to Appeals that came to Committee were clarified at the next Planning Meeting.   | Executive Director of Place | January 2023             | January 2023           | Numbers included in business bulletin  |
| 7  | 15.11.23 | Affordable Housing Commuted Sums | 1) To note the decision of Committee on 14 June 2023 that reports presented to Committee as part of the preparation of guidance once City Plan 2030 had been approved should include consideration of focussing affordable housing policy on tenures which best delivered               | Executive Director of Place | Autumn 2024              |                        |  |

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|    |      |              | affordable rented accommodation.   |                             |                          |                        |  |
|    |      |              | 2) To agree, at the latest, as part of the next report on the Affordable Housing Policy Update due in Autumn 2024 that options would be presented to maximise the effective use of commuted sums, including, but not limited to, exploring the potential to use some of the commuted sums fund to bring existing empty affordable homes back into use; and an overview of the calculation methodology and process utilised in determining commuted sums in collaboration with the Royal Institute of Chartered Surveyors Scotland. | Executive Director of Place | Autumn 2024              |                        |  |
|    |      |              | 3) To refer the report to Housing, Homelessness and  | Executive Director of Place | December 2023            | December 2023          | <b>Recommended for Closure</b><br>Referred to the Housing Homelessness and Fair Work |

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|    |          |  | Fair Work Committee for information.  |                             |                          |                        | Committee meeting on the 5 December 2023.   |
| 8  | 15.11.23 | Planning Customer Service Charter and Planning Enforcement Charter | 1) To engage with officers to put the documents in a prominent location on the Council's website.   | Executive Director of Place | Q1 2024                  |                        | Link to charters included on Planning Homepage  |
|    |          |  | 2) To circulate the link to the Charters to all elected members.  | Executive Director of Place | November 2023            | November 2023          | <b>Recommended for Closure</b><br>Links have been circulated to all elected members.  |
|    |          |  | 3) To engage with colleagues in legal services about adding wording on the Council's online planning service page around offensive statements being reported to the police. | Executive Director of Place | Q1 2024                  |                        |   |
| 9  | 15.11.23 | Training and Awareness Raising Programme                           | To request training is included on the use of guidance and legislation.   | Executive Director of Place | April 2024               |                        |   |
| 10 | 15.11.23 | Edinburgh as a Feminist City – Appointment of Working Group        | To request the Working Group updates Committee, in due course, on the outcome of this work.   | Executive Director of Place | Q3 2024                  |                        | A report was submitted to Planning Committee on 15 November seeking approval to the Working Group. The first meeting of the Working |

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|    |          |   |  |                             |                          |                        | Group will take place on 26 January 2024.  |
| 11 | 15.11.23 | Responsible Construction – Appointment of Working Group | To request that a report on findings of the work is brought to Committee within two cycles.  | Executive Director of Place | April 2024               |                        | Initial work undertaken to identify relevant officers for working group. First meeting of group in January.  |
| 12 | 15.11.23 | Conservation and Adaption                               | <p>1) To request that Planning Officers meet with the lead from each political group on Planning Committee to discuss:</p> <ul style="list-style-type: none"> <li>A clear roadmap which states where responsibility for the powers regarding the issues found in this report in terms of local and national government, and specifically what powers local government has to change policy. To ascertain a clear understanding of how council policy such as permitted development and design guidance fits into the overall issues of adaptation and</li> </ul> | Executive Director of Place | June 2024                |                        | <p>Work started on Roadmap. Initial draft expected to be available for discission with political leads in February. Meeting with Green party being arranged for January.</p> |

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|    |      |              | <p>what further work can be done to address policy change, including discussions with the relevant Scottish Government Ministers.</p> <ul style="list-style-type: none"> <li>• If a working group is needed as a means to fully explore the issues discussed in this report in depth and create issue focused work-streams as a result.</li> <li>• What potential there is to work with established stakeholders with best knowledge on conservation and adaption issue, as well as having a clear focus on engaging with uncontacted external organisation, which may be experiencing similar challenges to Edinburgh, to form best practices regarding building adaptation going forward.</li> </ul> |                             |                          |                        |         |
|    |      |              | 2) To notify Planning Spokespeople and consult with them before action is taken on 5.1-5.3 (Next Steps)  | Executive Director of Place | Q1 2024                  |                        |         |

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|    |          |   | section of the report by the Executive Director of Place.  |                             |                          |                        |                                       |
|    |          |   | 3) To request a report is brought back to Planning Committee in 3 cycles to agree upon the roadmap which has been discussed between Planning Officers and Elected Members.   | Executive Director of Place | June 2024                |                        |                                       |
| 13 | 15.11.23 | Emergency Motion by Councillor Dalgleish – Information Update – Short Term Lets | <p>Planning Committee requests a report within two cycles which provides an update on short-term lets in relation to:</p> <ul style="list-style-type: none"> <li>• Enforcement.</li> <li>• The impact of appeal and local review outcomes on development decisions.</li> <li>• The impact of development plan policies and guidance.</li> <li>• The relationship between the licensing and planning regimes and practice.</li> <li>• Whether updates to practice or training are recommended.</li> </ul> | Executive Director of Place | April 2024               | January 2025           | Included in report to this Committee. |