

Planning Committee

2.00pm, Wednesday, 11 September 2024

Development Plan Scheme September 2024

**Executive/Routine
Wards**

**Executive
All**

1. Recommendations

- 1.1 It is recommended that Planning Committee:
 - 1.1.1 Approves the new Development Plan Scheme and Participation Statement for publication (Appendix 1) subject to amendment to reflect the latest position on the adoption of City Plan 2030;
 - 1.1.2 Delegates authority to the Chief Planning Officer to amend the Development Plan Scheme to reflect the latest position on the adoption of City Plan 2030; and
 - 1.1.3 Notes the responses to the consultation on the Participation Statement (Appendix 2).

Peter Watton

Service Director, Sustainable Development

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Development Plan Scheme September 2024

2. Executive Summary

- 2.1 The Council is required to update its Development Plan Scheme (DPS) annually. The Development Plan Scheme sets out the programme for preparing and reviewing the local development plan (LDP). It includes details of what is involved at each key stage and a proposed timetable. The DPS contains a Participation Statement outlining the consultation taking place at each stage.
- 2.2 The report provides an update on the activities in preparing the local development plans City Plan 2030 and City Plan 2040. This includes engagement on the Participation Statement and promotion of Local Place Plans.

3. Background

- 3.1 Scottish Government legislation requires Councils to prepare a local development plan for their area. A local development plan contains a 10-year strategy for the future development of an area and set out policies and proposals to guide decision making on planning applications.
- 3.2 It is important that all stakeholders, including individual members of the public and community groups, have opportunities to influence the content of local development plans. There are several stages in the preparation when people can be involved. A Development Plan Scheme sets out the timeline for plan preparation and notice of when these engagement periods will take place.
- 3.3 Development Plan Schemes are produced annually, to provide an update on the progress of the local development plan and to inform of timeframes for engagement.
- 3.4 Edinburgh's proposed LDP City Plan 2030 (as modified) is now with Scottish Ministers and it is expected that the Council will be able to formally adopt the plan in the coming months. Preparation of the next LDP City Plan 2040 has also commenced, including consultation on the Participation Statement published in the 2023 DPS and a call for Local Place Plans.
- 3.5 The Development Plan Scheme provides a timeline for the preparation of City Plan 2040 and key stages for engagement. The document also provides an overview of the preparation process which has seen significant change following the

implementation of the parts of the Planning (Scotland) Act 2019 which have amended the Town and Country Planning (Scotland) Act 1997 (the 1997 Act), the Town and Country Planning (Development Planning) (Scotland) Regulations 2023 (the Development Planning Regulations) and related guidance which came into force in May 2023.

4. Main report

Purpose of Development Plan Scheme and Timetable

- 4.1 The purpose of a DPS is to set out publicly a planning authority's programme for preparing its development plan. This is intended to help communities, individuals and organisations know in advance about formal opportunities to engage with the planning process. A DPS must include a 'Participation Statement' for that purpose.
- 4.2 A new DPS is attached for approval (Appendix 1), which:
 - 4.2.1 Explains its purpose, and what development plans are;
 - 4.2.2 Describes the context in which a new plan is being prepared;
 - 4.2.3 Sets out a timeline and dates for preparing the new plan and updates on the progress of the existing City Plan 2030;
 - 4.2.4 Sets out an updated Participation Statement following consultation; and
 - 4.2.5 Provides contact details for further information including social media details to help people follow planning activities.

City Plan 2030

- 4.3 Work commenced on the preparation of the LDP, City Plan 2030, in 2017 and is now in its final stage. The plan has been through its statutory stages of Main Issues Report and consultation, Proposed Plan and representations, summary of and response to representations, submission for Examination and the Examination itself. The Examination was concluded in April 2024 with the publication of the Report of Examination. City Plan 2030 was modified in response to the largely binding recommendations contained within the Report of Examination, with all recommendations accepted.
- 4.4 City Plan 2030 (as modified) was reported to Planning Committee on 19 June and Council on 27 June 2024 where it resolved to adopt the plan. On 3 July 2024, the plan was submitted to Scottish Ministers signalling the Council's intention to adopt the plan. Ministers have an initial 28 days in which to consider whether the Council should be informed it can adopt the plan, or whether further amendments should be required by Ministerial Direction. On 30 July, the Scottish Government wrote to the Council to extend the period for Ministers' consideration to 28 August. On the 27 August a further extension letter was received for an additional 14 days, taking the period for consideration to 11 September. Any amendments to City Plan following

Ministers' consideration will be brought back to Council for a final decision on adopting the plan. Once adopted, there is six week period for legal challenge.

- 4.5 In respect of the DPS and recommendation 1.1.2, the timing of Ministers' responses on City Plan 2030 may require some minor factual update to the DPS in respect of that Plan and to delegate authority to the Chief Planning Officer to make such minor updates.
- 4.6 City Plan 2030 was produced under previous regulations for development plans. City Plan 2030 will be the last 'old style' plan to be adopted. It is required that a 'new style' LDP be prepared under the requirements of the Development Planning Regulations and amended 1997 Act. Under guidance issued by the government, it is expected that 'new style' LDPs should be in place within around five years of Regulations coming into force, that is by May 2028.

City Plan 2040

- 4.7 The DPS sets a timeline for the key stages in the preparation of the 'new style' LDP City Plan 2040. The key stages include consultation, preparation and submission of an Evidence Report, Gate Check assessment of the Evidence Report by a government appointed Reporter, preparation of the Proposed Plan and background studies, consultation on the proposed plan, consideration of pre-submission modifications, submission for examination by a government appointed Reporter and adoption of the plan. There are also additional new requirements for formal reporting to Council at certain key stages. The timeline sets out the key stages along a period of 3 years 7 months to May 2028.
- 4.8 In setting a timeline, it has been necessary for significant assumptions to be made. Preparation of an LDP under the new system, which includes both new requirements for plan content and new statutory processes, is untested nationally. The uncertain nature of the timeline is compounded by key stages that are not within the Council's control, notably the Gate Check and Examination. Realisation of the plan which robustly meets new evidence requirements will require significant Council resource, interdisciplinary and cross-service working. In reviewing the DPS on an annual basis, it is anticipated that timescales will require to be reviewed.
- 4.9 Preparation of City Plan 2040 commenced in 2023 with early data gathering, consultation on a draft Participation Statement and a call for Local Place Plans. On adoption, work on the delivery of City Plan 2030, including statutory Supplementary Guidance on Developer Contributions, non-statutory guidance on Student Accommodation, Affordable Housing and Town and Local Centres along with a new style Delivery Programme replacing the Action Programme, will continue to be required alongside preparation of City Plan 2040.

Participation Statement and call for Local Place Plans

- 4.10 Following publication of the 2023 DPS consultation on the draft Participation Statement commenced in November 2023 and will be formally concluded at the end of August 2024. The draft Participation Statement set out the means and activities

for community and stakeholder engagement throughout the plan making process including hard to reach groups.

- 4.11 Consultation responses were encouraged in a number of ways. These included a survey available on the consultation hub, mail outs to those on the mailing list, mail outs to community councils and community groups and promotion on social media. In order to reach those who do not have access to the internet or who may not otherwise engage in the process, short postcard surveys were also distributed to local libraries and community councils and contact was made with representatives of young people, gypsies and travellers and other harder to reach groups.
- 4.12 The Participation Statement contained within the 2024 DPS has been updated to reflect the feedback received and a summary of feedback has been included as Appendix 2 of this Report.
- 4.13 Local Place Plans are a means for communities to prepare their own plans for their area and can be taken account of when preparing City Plan 2040. A call for Local Place Plans was launched on 16 November 2023. There has been widespread promotion of Local Place Plans and preparation of Local Place Plans continues to be encouraged up to the Plan Preparation stage. Further details are contained within the updated Participation Statement.

5. Next Steps

- 5.1 If approved, the appended DPS will be published in designed form on the Council's website and circulated to the project mailing list.

6. Financial impact

- 6.1 The DPS is a statutory requirement, and the work is delivered from existing resources. There are no revenue or capital costs associated with the report. The plan process itself has costs in terms of commissioning technical studies and Examination. These are generally met from existing budgets. There are no financial implications for any other aspect of Council operations from the DPS.

7. Equality and Poverty Impact

- 7.1 The DPS process has no direct impact on equalities or poverty. Any impact would be from the Plan itself. Impacts will be considered at appropriate stages of the plan's formation.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.
- 8.3 The DPS process has no direct impact. Any impact would be from the Plan itself. Impacts will be considered at appropriate stages of the plan’s formation.

9. Risk, policy, compliance, governance and community impact

- 9.1 City Plan 2030 has been through its statutory stages of consultation and engagement and the Statement of Conformity with the Participation Statement considered by the Reporter with no further actions required of the Council. It is accompanied by an Integrated Impact Assessment and an Environmental Report.
- 9.2 City Plan 2040 will continue with consultation details set out within the DPS and Participation Statement subject to this report. LDP strategies, policies and land allocation can help to meet Council priorities for affordable housing, active travel, public transport and economic growth.
- 9.3 The LDP process is a statutory one, including the production of an annual Development Plan Scheme. In not preparing a DPS, further reporting can be directed by Scottish Ministers. Lack of a timeline and statement on how to engage with the plan preparation process could risk legal challenge. Not progressing with the City Plan 2040 process would risk delay in meeting the ‘new style’ plan expectations for 5 years post Development Planning Regulations.
- 9.4 The recommendations in the report do not impact on existing policies of the Council.
- 9.5 There are no health and safety, governance, compliance or regulatory implications that elected members need to take into account when reaching their decision, other than as referred to in 9.2.
- 9.6 The City Plan project has a risk register, and the next plan will also have one. These are updated regularly for the City Plan Project Board.

10. Background reading/external references

- 10.1 [Planning \(Scotland\) Act 2019](#)
- 10.2 [The Town and Country Planning \(Scotland\) Act 1997](#)
- 10.3 [The Town and Country Planning \(Development Planning\) \(Scotland\) Regulations 2023](#)
- 10.4 [The Planning \(Scotland\) Act 2019 \(Commencement no.12 and Saving and Transitional Provisions\) Regulations 2023](#)
- 10.5 [Local Development Planning Guidance May 2023](#)
[Committee Report, 27 June 2024](#)

11. Appendices

Appendix 1 - Development Plan Scheme 2024 including Participation Statement

Appendix 2 – Summary of Consultation Responses to the draft Participation Statement.

APPENDIX 1 - DEVELOPMENT PLAN SCHEME, SEPTEMBER 2024

1. Development Plan Scheme

What is a Development Plan Scheme?

A development plan scheme sets out how a future local development plan will be prepared. It includes:

- an explanation of what a development plan is,
- a timetable for preparing the future local development plan, and
- details on how to get involved.

The Council needs to publish a development plan scheme at least once a year. The Council's last development plan scheme was published in September 2023.

What is a Development Plan?

How we plan our places has an effect on everyone. Our lives are shaped by the places where we live, work and visit and these are shaped by planning decisions. Development plans set out the strategy and policies to guide those decisions.

The statutory 'development plan' comprises the [National Planning Framework](#) (NPF4) which covers the whole country, and the local development plan (LDP) for the planning authority area. Scottish Government legislation requires Councils to prepare a local development plan for their area.

A new legislative framework for development planning was provided by the [Planning \(Scotland\) Act 2019](#). [New regulations](#) and new [local development planning guidance](#) came into force in May 2023. These set new procedures on how to prepare local development plans and, along with the National Planning Framework, set new requirements for their content.

A local development plan contains a 10-year strategy for the future development of an area. The plan sets out proposals for where and how development should happen. Under the changes to the planning framework, local development plans will have more limited policies than previously as many policies are now within the National Planning Framework. This is used alongside the local development plan to determine planning applications. Local development plans are accompanied by a statutory Delivery Programme which is used to ensure delivery of the plan. It includes a timeline for delivery of housing, including necessary infrastructure.

There is an expectation that ‘new style’ local development plans (i.e. those prepared under the new regulations) will be in place 5 years after the new regulations were published by May 2023. Further information on changes to the planning system is available on the Scottish Government [website](#).

Current Local Development Plan City Plan 2030

At the time of preparing this document, the Edinburgh Local Development Plan 2016 is set to be replaced by the local development plan known as City Plan 2030. [City Plan 2030](#) was the Council’s last plan made under the previous plan system.

Since preparing the development plan scheme in 2023, the following stages have been completed or are in process:

- **Publication of the Report of Examination, April 2024** – this concluded the Scottish Government Reporter’s examination of the Proposed City Plan 2030. It included the Reporter’s Recommendations which set out a series of binding changes to plan.
- **Modification of the Proposed City Plan 2030** – The Council made a series of changes (modifications) to the plan in accordance with the Report of Examination.
- **Resolution to adopt** – City Plan 2030 (as modified) was reported to [Planning Committee](#) on 19 June and [Council](#) on 27 June 2024 where it was resolved to adopt the plan.

1.1 **Notification to Scottish Ministers** - the plan was submitted to Scottish Ministers signalling the Council’s intention to adopt the plan on 3 July 2024. Ministers had an initial 28 days in which to consider whether the Council should be informed it can adopt the plan, or whether further amendments should be required by Ministerial Direction. On 30 July 2024, the Scottish Government wrote to the Council to extend the period for Ministers’ consideration to 28 August 2024. On the 27 August 2024, a further extension letter was received for an additional 14 days, taking the period for consideration to 11 September 2024.

- **Adoption** - Following either notification that the Council can adopt or notification that there are further changes to be made to City Plan 2030, the plan, with any changes, will return to full Council committee for formal adoption.

Once adopted, implementation of City Plan 2030 will commence alongside preparation of a new plan. Key tasks following adoption include preparation of the following:

- Supplementary Guidance on Developer Contributions

- Action Programme and Delivery Programme
- Updates to non-statutory guidance on Student Accommodation, Affordable Housing, Town and Local Centres.

The Edinburgh Local Development Plan (2016) was accompanied by 12 Supplementary Guidance documents which formed part of the plan and covered the following:

- Town Centres, guidance covering 9 town centres including the City Centre Retail Core (adopted)
- Developer Contributions and Infrastructure Delivery (finalised, not adopted)
- Edinburgh BioQuarter and Little France Park (finalised, not adopted)
- Heat Opportunities Mapping (adopted).

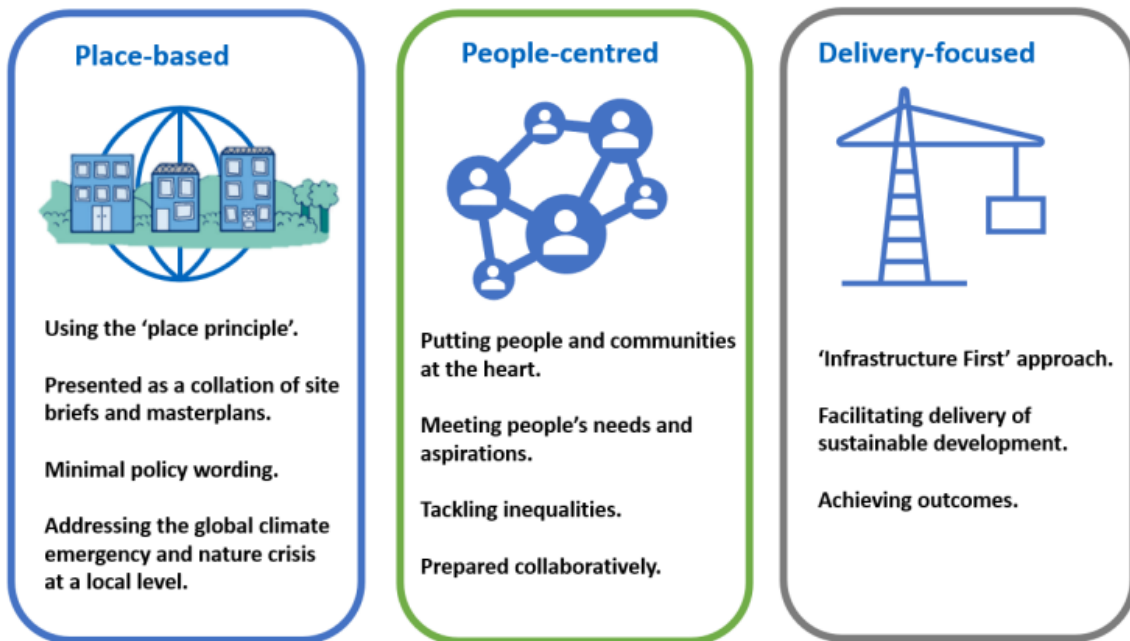
When City Plan 2030 is adopted, these documents will be superseded along with the Edinburgh Local Development Plan (2016). New non-statutory guidance will be developed and existing non-statutory guidance will be reviewed in respect of National Planning Framework 4 and City Plan 2030.

Edinburgh's Next Plan after City Plan 2030: City Plan 2040

Going forward, the next local development plan, will be known as City Plan 2040. It will be prepared as a new style plan under the new legislative framework and guidance. This means that the process for preparing the plan has changed.

In preparing City Plan 2040, we will need to consider many things including [National Planning Framework 4](#), [Regional Spatial Strategy](#), Local Place Plans as well as other Council strategies and plans.

As well as a new process, the expectation is that the new style plans will be more place based, people-centred and delivery-focused as outlined below.



City Plan 2040 needs to tell a clear and compelling story about the future of places. It is expected that the next plan will focus on place and on visual plans rather than text and policies, given the role of NPF4 policies.

The process for plan making is centred around three main parts:

- 1) **Evidence Gathering**
- 2) **Plan Preparation**
- 3) **Delivery**

The key stages for each are set out below.

1) **Evidence Gathering:**

- **Early Preparation** – This includes preparation and updating the Development Plan Scheme (DPS) including consulting on a new Participation Statement, inviting local communities to prepare Local Place Plans and early thinking about delivery.
- **Preparation of the Evidence Report** – This stage requires the gathering and analysis of data to demonstrate we have sufficient evidence to go on to prepare the plan. Part of the evidence is factual and statistical data and will involve engagement with stakeholders but also qualitative evidence on place by engaging people with an interest in their place. More information on consultation is set out in the participation statement.
- **Approval and submission of the Evidence Report** – Once prepared, the Evidence Report will require approval by the Council's Planning Committee and full Council prior to submission for Gate Check.

- **Gate Check** – The Evidence Report is submitted to Scottish Ministers who appoint a Reporter to assess the sufficiency of the Evidence Report. The Reporter will determine if the Council has sufficient evidence to go on to prepare City Plan 2040. The Reporter can request that further evidence be prepared if found deficient.

2) Plan Preparation:

- **Call for ideas or sites** – this is an optional consultation seeking further public input into the early plan preparation.
- **Preparation of the Proposed City Plan 2040** – This stage will involve preparing the plan itself. As a new style local development plan, City Plan 2040 will be required to contain fewer policies than in the past. It will be place focussed containing maps and diagrams.
- **Approval of Proposed Plan for consultation** – The Proposed City Plan 2040 will require approval by Planning Committee and full Council prior to a period of consultation.
- **Proposed Plan consultation** – A 12-week consultation will take place on the Proposed City Plan 2040. More information on consultation will be set out in the relevant participation statement.
- **Analysis of Consultation and consideration of modifications** – The responses will be collated in a set format ('Schedule 3s') with summaries of comments, suggested changes from comments and the Council's response to these. As a new style local development plan, a key difference at this stage will be the ability to prepare a Modifications Report. If required, this report can set out changes made to the plan following consultation.
- **Approval of Proposed Plan for examination** – The Proposed City Plan 2040 and Schedule 3s will require approval by Planning Committee and full Council prior to submission for examination.
- **Examination** - The Proposed Plan and Schedule 3s are submitted to Scottish Ministers who appoint a Reporter to examine the plan and Schedule 3s. During the examination period, further information can be requested from the Council and other parties who commented on the plan. The Reporter will conclude their findings in a Report of Examination which can recommend binding changes to the Plan.
- **Modification and Adoption** – On receipt of the Report of Examination, the Council will consider the recommendations. A modified plan will require approval by Planning Committee and full Council followed by notification to Scottish Ministers of the intention to adopt the plan.

3) Delivery:

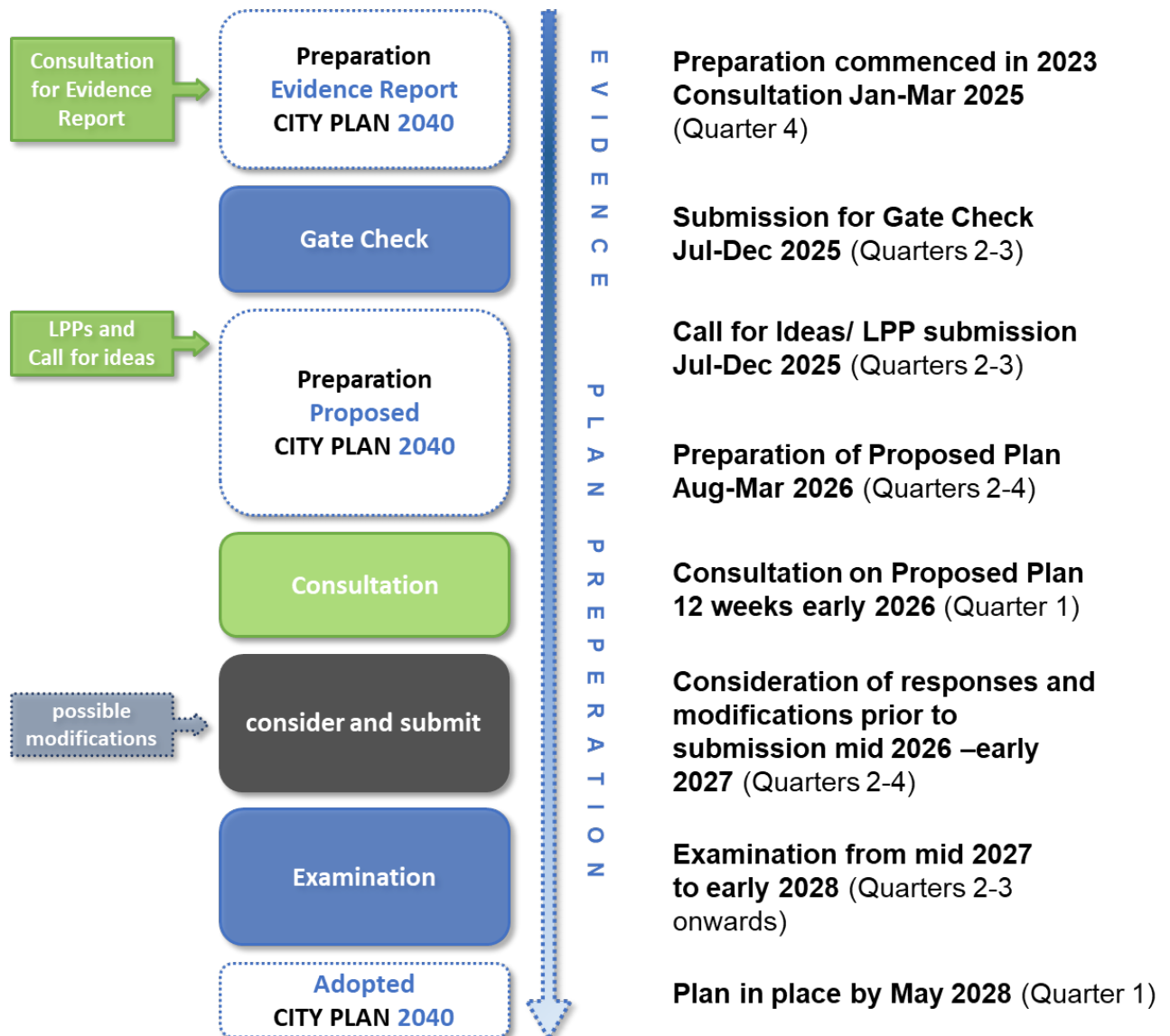
- **Delivery, monitoring and implementation** – A Delivery Programme must be published within three months of plan adoption, kept under review and

updated every two years. Housing Land Audits are to take place annually, alongside regular plan monitoring.

A timeline diagram has been prepared to give an indication of the key stages in the first two parts (Evidence Gathering and Plan Preparation). As the process is new to all local authorities across Scotland, the exact length of some stages is estimated based on past timescales and may be subject to change in the future. Changes will be reported in subsequent development plan schemes.

Timeline: City Plan 2040

This diagram gives an overview of key stages and dates. Dates are also provided for each stage within part 2: Participation Statement.



Please note that national guidance requires dates to be represented as fiscal quarters. For example, Quarter 1 refers to the period April to June, Quarter 2 July to September and so on. This is to ensure consistency nationally and is intended to support business planning and output.

2. Participation Statement

This Development Plan Scheme and Participation Statement is the first step of the Evidence Gathering stage.

We need to consider how the new style plan can best meet the needs and aspirations of the different people who have an interest in a place. Good engagement is therefore critical.

The Participation Statement is a summary of when and how the Council is likely to engage the public on City Plan 2040. It considers who is to be included and how we will intend to involve different people within the process. Edinburgh is made up of many different communities and it is important that we reach out and listen particularly to those who find it more challenging to engage with planning.

We are required to seek the views of the public on what the content of the Participation Statement should be; and have regard to any views expressed. We engaged on the draft Participation Statement from November 2023 to the end of August 2024. We asked the public 'what were the best ways for them to get involved' and 'what would help them to get more involved'.

The Participation Scheme has been reviewed following the engagement and has taken account of the comments received. These will help to improve our engagement activities and how we communicate the engagement opportunities throughout the plan making process. We will update the Participation Statement annually.

The examination of City Plan 2040 will include whether the consultation and involvement of the public meets or exceeds the requirements of our current Participation Statement.

In the new plan process, there will be different opportunities when people and communities can feed into the development of City Plan 2040. The following bullets list each key stage, engagement activity and timeframe.

- **Preparation of Evidence Report** – preparation of the evidence report began in 2023 and continues through 2024 and early 2025. This will involve stakeholder engagement in the collection, collation and assessment of the evidence gathered. There will also be place based engagement – between January and March 2025 - to understand aspirations for an area and the type of issues that communities want to address. This stage will include a focus on children and young people, disabled people, Gypsies and Travellers, community councils and the public at large. A completed Evidence Report will be reported to Planning Committee and Council in July to December 2025 (Quarter 2 or 3).

- **Local Place Plans** - we issued an invitation for the preparation of Local Plan in November 2023 and the opportunity to produce a Local Place Plan remains in place.
- **Gate Check** – Following approval at Planning Committee and full Council, the Evidence Report will be submitted to Scottish Ministers for Gate Check in July to December 2025 (Quarter 2 or 3). Gate check is predicted to last three months with completion by October to December 2025 (Quarter 3) or January to March (Quarter 4).
- **Call for ideas** –This provides everyone with the opportunity to propose ideas for any aspect of the plan and it is not limited to suggestions for development sites or types of development. This will take place once the Evidence Report is submitted in July to December 2025 (Quarter 2 or 3). This date will also be the notional deadline for Local Place Plans to be submitted.
- **Preparation of Proposed Plan** – work on the Proposed Plan follows submission of the Evidence Report and continues through to early 2026 (Quarter 4). The Proposed Plan will be reported to Planning Committee and Council in April to June 2026 (Quarter 1) subject to committee timetabling. This stage will involve collaboration with key agencies and stakeholders and will take into account valid Local Place Plans.
- **Proposed Plan Consultation** – A 12-week consultation will commence on the Proposed Plan in April to June 2026 (Quarter 1). The consultation will be informed by the Participation Statement and there will be a particular focus on the participation of children and young people.
- **Submission of Proposed Plan for Examination** – following analysis and preparation of the submission package, a report will be submitted to Planning Committee and Council either in January to February 2027 (Quarter 4) or June or August 2027 (Quarters 1 or 2), taking into account the Local Election period.
- **Examination** – The Plan and submission package will be submitted to Scottish Ministers following committee approval (Quarters 2 or 3) 2027.
- **Plan Adoption** – It is anticipated the plan will be reported to Planning Committee and Council by March 2028 (quarter 4), noting that the examination stage is not in the Council's control and can vary in timescale.

How we will inform and raise awareness of engagement activities

- Provide a dedicated web page to give information on the City Plan 2040 engagement activities.
- Promotion of City Plan 2040 activities using the mailing list and Planning Blog.
- Provide information, for example, to community bodies, interest and representative groups for distribution to their members.
- Local and targeted communication to help capture harder to reach groups including at local libraries, community centres, schools and faith locations.
- Social media campaigns.
- Local advertising (for example, newspapers and newsletters, buses, lamp post wraps).
- Pop-up information stalls targeting different communities.
- Targeted e-mails to stakeholders and key agencies.
- Notifying neighbours and owner/occupiers of sites included in the Proposed Plan.
- Ensure that information is provided in a way that is easy to understand and accessible.

How we will consult, involve and collaborate

- A range of on-line activities which could include surveys/questionnaires, webinars/information sessions and interactive place related engagement where resource is available.
- In person drop-in exhibitions/workshops with Council officers spread throughout the city to target a range of communities based on themes.
- Activities that target people with 'protected characteristics' and their representative organisations. These include older people, disabled people, Gypsies and Travellers, ethnic minorities and women. We will ensure the right support is in place so people can attend events and express their views.
- Children and young people engagement programme.
- Council officers attending the meetings/sessions of existing organisations, networks and forums to directly engage and get support for engaging with their communities and members.
- Stakeholder and key agency discussion sessions focused on themes/topics.

3. Local Place Plans

Another significant change introduced by 2019 Planning Act are Local Place Plans (LPPs). There is guidance on how these should be prepared, submitted and registered which is outlined in [Circular 1/2022: Local Place Plans](#) There is also more information on [Our Place](#).

Local Place Plans give communities the right to produce their own plans for the development and use of land, taking account of the LDP. Planning authorities are required to take registered local place plans into account in preparing the local development plan. These should be prepared in time to inform the following stages of the local development plan.

An invitation will be issued to community bodies in November 2023 to invite them to prepare a Local Place Plan. The notional deadline for Local Place Plans to be submitted is for the start of the Plan Preparation Stage (August 2025).

Information and guidance to help communities to prepare a Local Place Plan including a suggested template is provided on our website. This will also host registered Local Place Plans.

4. How to stay up to date

Follow us on Twitter: [@planningedin](https://twitter.com/planningedin)

Blog: planningedinburgh.com

View the project webpage at: www.edinburgh.gov.uk/cityplan2040

To find out more about engagement in the City Plan 2030 project or add yourself to the mailing list: cityplan2040@edinburgh.gov.uk

Questions about the content of the current LDP:
localdevelopmentplan@edinburgh.gov.uk

Contact us by post:

City Plan 2030, G3, Freepost CITYPLAN

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) by email: its@edinburgh.gov.uk and quote reference number: tbc. ITS can also give information on community language translations.

Appendix 2

Draft Participation Statement: Consultation Summary Report

1.0 Introduction

- 1.1 A local development plan is an important planning document. It is the starting point on making decisions on whether to approve or refuse planning applications and can be used as an aid to understand how the Council responds to key concerns such as providing good places to live and climate change.
- 1.2 City Plan 2040 needs to tell a clear and compelling story about the future of places. The expectation is that the new style plans will be more place based, people-centred and delivery-focused. It is therefore even more important that we engage different communities and understand what they would like to see in City Plan 2040.
- 1.3 As we want as many people as possible to have the opportunity to have their say, it is important that we engage in ways that suit them. Edinburgh is made up of many different communities and it is important that we reach out and listen, particularly to those who find it more challenging to engage with Planning.
- 1.4 The current Development Plan Scheme contains a draft Participation Statement which is a summary of when and how the Council is likely to engage with people during the City Plan 2040 process.
- 1.5 We are required by the Scottish Government to seek the views of the public on what the content of the Participation Statement should be and have regard to any views expressed.
- 1.6 The draft Participation Statement consultation started on the 17 November 2023 and closed on 31 August 2024. This report presents its key findings to understand how the community would like to be engaged for City Plan 2040.
- 1.7 These have been used to review the final version of the Participation Statement. Any further responses will be taken into account when designing and communicating the City Plan 2030 engagement activities.

2.0 How did we consult?

- 2.1 Consultation involved the following engagement methods:
 - Online questionnaire on the Consultation Hub

- Postcards - these were provided in all local libraries and Council community centres across the city for those without online access and to help promote the consultation.
- Emails to promote the consultation which included community councils and a variety of organisations representing various faiths, protected characteristics and age demographic.

3.0 Who has responded?

3.1 There are 105 responses to the Consultation Hub. 59 respondents confirmed their age, the majority aged between 35 and 74 years; 27% of respondents were females and 28% were male. 14% identified as having a disability.

3.2 Postcard responses are still being collected and collated; their feedback will also be used to design and refine future engagement exercises for City Plan 2040 and Planning as a whole.

3.3 Organisations who responded to the Consultation Hub were as follows:

- Cramond and Barnton Community Council
- Liberton and District Community Council
- Morningside Community Council
- Murrayfield Community Council
- New Town and Broughton Community Council
- The Cockburn Association
- Community Alliance Trust (CAT)
- Edinburgh World Heritage (EWH)
- University of Edinburgh
- Lothian Buses
- Paths for All
- Partnership (SEStran)
- ScotWays (The Scottish Rights of Way and Access Society)
- South East of Scotland Transport
- Friends of the Braid Hills
- Friends of Western Harbour Ponds/Community Group
- Rocheid Park Owners' Association
- BDW Trading
- Homes for Scotland
- Icen Projects Ltd
- Miller Homes Ltd
- OBO the Mac Mic group
- Shortbread House of Edinburgh Ltd

4.0 Consultation Hub Questionnaire Responses

4.1 There were 5 questions on the Consultation Hub regarding how the public would like to be consulted and how we could improve our communications.

Question 1a: Out of the options listed, what are the best ways for you (or the people you represent) to get involved?

4.2 There were 104 responses to this question, with 11 forms of communication listed. Respondents were asked to select up to 3 methods of communication, as follows:

1. Online surveys – 67%
2. Community events based on local issues - 46%
3. Events based on themes (e.g. Housing, business space, climate change) - 44%
4. Q&A sessions with council officers – 38%
5. In person exhibitions – 34%
6. Online workshops/webinars - 33%
7. In person workshops – 26%
8. Online exhibitions – 23%
9. Events aimed at particular audiences (e.g. young people, those with a disability, different ethnic groups) – 19%
10. Paper surveys – 9%
11. Comment and suggestion cards - 8%

4.3 Online surveys were ranked highest as the most preferred way respondents wanted to be contacted at 67%.

Question 1b: Is there anything you think we have missed or have you any additional comments?

4.5 There were 21 responses to this part of the question. The most frequently mentioned suggestion was:

- Organisations would like to be included and consulted from the draft stage of the decision-making processes as often and regularly as possible, whilst it is still possible to amend the City Plan document.

4.6 People also said:

- In-person events should be later in the evening to allow people who work and commute to be able to make their way there.
- Information included in publicity about local elections
- Engagements that break down the wider issues into more manageable segments would help

- More two-way communication methods that allow for more interaction when changes are made to the City Plan.

Question 2a: What do you think would help you, or the people you represent, to get more involved?

4.7 There were 103 responses to this part of the question, with 11 forms of support listed. Respondents were asked to select as many as they felt relevant from the following:

1. Better publicity about the events and providing plenty of notice - 71%
2. Better communication on how to get involved and when/a clearer timetable of events – 65%
3. Show that it will make a difference, and everyone is being listened to – 55%
4. Explain the importance of the local development plan and how it is relevant to people – 51%
5. Better explanation of the local development plan process – 49%
6. Different ways to get involved (i.e. depending on your time, digital knowledge etc)- 46%
7. Make sure events are run over different days and times – 44%
8. The right support in place to help people to attend or to understand – 33%
9. Information that is simpler to understand – 30%
10. Information and resources that are in an accessible format – 24%
11. Information printed in different languages – 10%

4.8 Better publicity about the events and providing plenty of notice was ranked highest at 71%.

Question 2b: Is there anything else you think might help?

4.9 The most frequently mentioned suggestion is better publicity and communication. Other suggestions included:

- Better media coverage as well as up to date information on all official communication platforms
- Council social media pages
- A digital presentation explaining the LDP process, key issues and potential outcomes suitable for public meeting use
- Collaborative workshops with landowners and developers to understand LPA aspirations and LDP strategies

- Use existing organisations' networks and forums to expand participation and strengthen community engagement
- Provide clear advance information in support of key change initiatives, such as climate change action
- Updates of progress and changes made to document before they are finalised and cannot be amended

Question 3: Have you any other ideas on how we can tell people about how they can get involved?

4.10 There were 41 responses to this part of the question. The most frequent suggestions were:

- More publicity. Social media platforms should be used more, and professional connections should be utilised to promote information (such as important stakeholders, developers and organisations)
- More partnering with local communities and utilising their influence and promotional platforms
- More readily accessible information in visual, audio and physical format, such as leaflets, newspapers, radio and tv stations, as well as advertising on buses and billboards, bridges, and using local councillors to promote Council agenda.
- Putting information in local doctors, surgeries, chemists, libraries and communication centres, charity shops, tattoo parlours

4.11 In addition to the direct questions on engagement and communications, we asked additional general Planning questions.

Question 4a: What are the main planning issues that you or your organisation are interested or concerned about?

4.12 There were 104 responses to this part of the question. Respondents were asked to select up to 3 points of interest from the following list:

1. Public transport – 56%
2. Impact of climate change – 50%
3. Getting about by walking, wheeling and cycling (active travel) – 44%
4. Having services and things you need in easy reach - 37%
5. Open Space – 37%
6. Nature – 34%
7. Design and how your area looks – 33%
8. Affordable housing – 30%

- 9. Car use – 29%
- 10. Location of new housing – 23%
- 11. Housing to meet different needs i.e. older people, disabled people – 19%
- 12. Providing more housing – 17%
- 13. Space for third sector and community organisations – 17%
- 14. Play and sports facilities – 14%
- 15. Space for business and industry- 10%
- 16. Retail – 10%

4.12 Public transport scored as the highest concern at 56% followed by climate change and getting about by walking, wheeling and cycling (active travel).

Question 4b: What are the main planning issues that you or your m organisation are interested or concerned about?

4.13 There were 26 responses to this part of the question. The main concerns of participants were:

- Affordable housing
- Better public transportation and connectivity
- Protection and enhancement of active travel routes
- Too much traffic in the city centre
- More community engagement and involvement
- Community Spaces
- District heating/Better heating
- Retaining Edinburgh’s character through design
- More representation of the proactive conservation of the historic environment
- Women’s safety
- Management of sustainable tourism

5.0 Conclusion and Next Steps

5.1 The key suggestions to improve engagement so far are:

- Better media coverage, publicity and communication of engagement activities.
- Partner with existing community group networks to promote engagement activities.
- Widespread local promotion
- Opportunities to engage directly with Council officers.
- Regular updates on progress and stages of plan.
- Focus on on-line activities.

- Engagement based on themes.

5.1 The Participation Statement has been reviewed to take into account the engagement responses and the following changes have been made:

- Identify opportunity for a wider range of on-line activities
- Strengthen in person activities with Council officers including drop-in exhibitions and workshops and pop-up information stalls
- Build partnerships with existing community networks and organisations and provide information for distribution.
- Dedicated webpage to provide information on 2040 activities.
- Promotion of City Plan 2040 mailing list and Planning Blog.
- Improve publicity especially locally.
- Stakeholder and key agency discussion sessions based on themes/ topics.