Portobello Community Council

NOTICE OF MEETING: The 317th meeting of Portobello Community Council will be held on Monday, 31st March, 2014 at 7:30 pm in Portobello Baptist Church Hall, 185 Portobello High Street.

317th Meeting Agenda

1	Chair's welcome	7:30
2	Police report	7:35
3	Environmental update	7:45
4	Portobello High School up-date	7:50
5	Minutes of Previous Meeting and Matters Arising	8:00
6	Parking problems and accessibility	8:15
7	Consultation Sub-Committee up-date	8:30
8	Beach Group	8:45
10	COEC Planning Concordat	9:00
11	Brunstane Station	9:05

12	Other reports
	   a. Treasurer
	   b. Neighbourhood Partnership
	   c. Planning
	   e. Councillors
		9:15

13	AOB	9:25
14	Date of next meeting: Monday 28th April at 7.30 pm in Portobello Baptist Church Hall, 185 Portobello High Street.	9:30

More information about Portobello Community Council can be found at

Web: http://www.portobellocc.org/
Facebook: www.facebook.com/PortobelloCommunityCouncil
e-mail: portycc@porty.org.uk

PORTOBELLO COMMUNITY COUNCIL

DRAFT Minutes of the 316th meeting held on 24th February 2014.

Present: Peter Bradley (Brighton and Rosefield Residents' Association), Mark Cameron, Brian Cosford, Emma Dempsey, Maria Devoy, Bob Jefferson, Saul Kenrick (Woodcraft), Lee Kindness, Geoff Lynn, David Medcalf, Ben McLeish, Thea McMillan,), Sean Watters, Stephen Dishon (Towerbank Parent Council), Gillian Eunson, Eva Schonfeld (PEDAL), Clare Slifer.

Apologies: Max Blinkhorn, Marjorie Thomas (Joppa Tennis Courts), Terry Dobson (Gilberstoun Residents' Association), Cllr Michael Bridgman.

In attendance: Cllr Maureen Child, Cllr David Walker, Cameron Buchanan MSP, Sgt John Young (Police), Graham Rowan (COEC) and members of the public.

316.1 Chair's Welcome

Geoff Lynn welcomed everyone to the meeting. He noted that grants up to £3,000 were available through the City of Edinburgh Council's Activity Funding Programme for events that promote physical activity and sport within the city, that COEC were consulting on possible changes to their Parks Events Manifesto, and that the consultation on a pedestrian crossing at St Philips was ongoing. More information was available on the PCC web-site.

316.2 Police Report

Sergeant John Young gave a detailed Police Report (see appended).

316.3 Environment Report

No report.

316.4 Minutes of Previous Meeting and Matters Arising

The minutes were agreed.

316.4a Power supply to Prom events (315.8d): The issue had been raised with COEC and Scott Thompson and Andy Matheson were looking at possible options.

316.4b Richard Demarco (315.8i): Agenda item.

316.4c Edinburgh Festival event (315:10): Awaiting further information from the artist.

❀ **Action: Awaiting further information.**

316.4d Signs & plaques (315.11d): Agenda item.

316.5 COEC Planning Concordat

The PCC had been asked to sign up to the COEC Planning Concordat, setting out the roles and responsibilities of parties when it came to major planning applications. It was agreed to carry the item over to the next meeting to allow more time for people to familiarise themselves with the document.

✦ **Action: Agenda item for the March meeting.**

316.6 Signs & Plaques

Gillian Eunson and Geoff Lynn had met with Celia Butterworth and Alison Robinson to discuss the Signs & Plaques committee. It had been decided that the group would continue its good work but would no longer be a sub-committee of the PCC. The PCC and the Signs & Plaques group would continue to work together on items of common interest and Gillian Eunson would be attending Signs & Plaques meetings to ensure an ongoing relationship. The Chair thanked the Signs & Plaques group for all their work to date and looked forward to it continuing.

316.7 Consultation up-date

Lee Kindness had put a document together outlining the requirements of the constitution, scheme and standing orders as regards sub-committees, and noting the need for meetings of sub-committees to be notified in advance and be open to the public. It was agreed that the consultation group be a formal sub-committee, given the ongoing importance of engaging with the community. Whilst other groups may require to be formed to take particular issues forward, it was felt that in most instances creating a formal sub-committee would not be necessary. Lee Kindness, Gillian Eunson, Thea Macmillan, David Medcalf, Mark Cameron (as Chair) and Emma Dempsey (as Vice-Chair) all agreed to be on the Consultation Sub-Committee.

The PCC had operated a stall in Scotmid for 2 hours on a Saturday and had spoken to over 100 people with many signing up to PCC e-mail list. People were very positive about Portobello, the sense of community, the parks, the Prom, and the area in general. Amongst issues raised were litter, traffic and parking, lack of things for teenagers to do, more use of the Prom, the importance of local shops, a new Portobello High School, and other matters. A report about what people had said could be found on the PCC web-site.

316.8 Richard Demarco

Brian Cosford had met with Richard Demarco about a possible event and the idea emerging was for a Portobello Lecture accompanied by an exhibition, possibly in the Library. It was agreed to look at the practicalities and firm up a proposal. Ben McLeish and Maria Devoy agreed to work with Brian Cosford on this.

✦ **Action: Proposal to be developed.**

316.9 Dogs and the Beach

Concerns had been raised about the control of dogs on the beach. Given the open access legislation, formal restrictions or controls would be difficult, but it was agreed to look at developing a convention on how the Beach was used in general, requiring a wider conversation with the community. David Medcalf, Claire Slifer, Peter Bradley and Bob Jefferson agreed to take the matter forward.

✦ **Action: Group to look at use of the beach.**

316.10 Cycling on the prom

Concerns had been raised about instances of inappropriate cycling on the Prom and there was a discussion about how to promote use of what was now a shared space in a way that met the needs of different users.

Various suggestions were made including additional or temporary signs, speed calming measures, temporary gates at peak times, and the Police making spot checks to discourage unsafe behaviour. It was agreed to raise the matter with the Police and COEC's Access Officer to see if they had concerns and measures that might be available to manage problems.

✤ **Action: Raise the matter with the Police and COEC's Access Officer.**

316.11 Amalgamation of Churches

A concern had been raised again about the prospect of the amalgamation of churches and the impact that might have on available facilities for community use. Sean Watters had contacted Stewart Weaver who had indicated that more information on what was happening would be available, possibly towards the end of March, but more likely the end of April, and he would be happy to come and speak to the PCC at that time. Peter Bradley offered to speak to Stewart Weaver in the meantime to get some background, and Claire Slifer offered to put together an audit of how the churches are currently used by which groups to gauge the possible impact.

✤ **Action: Peter Bradley to speak to Stewart Weaver and Claire Slifer to look at how the facilities are used at present.**

316.12 Portobello Station

Lawrence Marshall explained that alterations were being made to the railway that could have implications for the feasibility of re-opening Portobello Station in the future. He was anxious to ensure that re-opening the station remained viable. It was agreed that Lawrence Marshall would draft a letter for the PCC to send to the appropriate authorities.

✤ **Action: Lawrence Marshall to draft and circulate a letter.**

316.13 Reports

316.13a Treasurer's Report: Current balance stood at £2,334.82.

316.13b Neighbourhood Partnership: The next meeting was due to be held 26th February. The Neighbourhood grants fund had recently awarded £250 to St Philip's, £600 to the Wash House, and £552 to Portobello Sailing and Kayaking Club. Also £5,000 had been allocated for exercise/distance markers on the Prom and was due to be discussed at the March 5th Environment Forum. As Bob Jefferson had instigated the idea some years before he offered to attend and report back.

✤ **Action: Bob Jefferson to report back on distance markers.**

316.13c Planning: No report.

316.13d Councillors: Cllr Child had circulated her report. Cllr Walker reported that Fort Kinnaird had appealed the refusal of planning permission for the Debenhams store, 3 new licence applications had gone in for Fort Kinnaird food outlets, and there was a change in licence applied for Forrester's that was being reopened as more of a bistro.

Stephen Hawkins asked about the change to the timings of the lights at the main crossing on the High Street, and where things stood regarding the resurfacing of Brighton Place. Cllr Child advised that timing of the lights was still being tested and wasn't finalised yet. And comments or concerns could be sent direct to ronnie.swain@edinburgh.gov.uk. Cllr Child also advised that a further report and consultation on the Brighton Place was expected later in the year.

316.14 AOB

a) Diana Cairns asked if the PCC were planning any event or debate regarding the referendum. It was agreed some sort of event would be a good idea and Eva Schonfeld offered to look into it further.

♣ **Action: Possibility of a referendum event to be investigated.**

b) Bob Jefferson reported on the setting up of a Positive Porty Traders group to promote Porty High Street and encourage people to shop locally.

316.15 Future meetings

Meetings are held on the final Monday of each month, except July and December, at 7:30pm, in Portobello Baptist Church Hall, 185 Portobello High Street, Edinburgh EH15 1EU.

The next meeting is on 31st March   2014 (317)

Subsequent dates are: 28th April   2014 (318)

28th May   2014 (319)

Portobello Community Council on the Web: http://www.portobellocc.org/

Portobello Community Council on Facebook: www.facebook.com/PortobelloCommunityCouncil

Contact Portobello Community Council at: portycc.@porty.org.uk

Portobello Community Council

Attendees

Attendees	Emma Dempsey (chair), Mark Cameron (vice chair), Thea McMillan, David Medcalf, Max Blinkhorn, Lee Kindness (minutes)
Apologies	Gillian Eunson

Minutes

1. Welcome & apologies

2. Introduction

- This was the first meeting of the C&E Committee since it being formed at the last PCC meeting as an official committee of Portobello Community Council
  - See Appendix 1: Terms of Reference
  - At the PCC meeting Mark and Emma put themselves forward as Chair and Vice-Chair respectively, however **it was agreed, subject to full PCC, to reverse this and have Emma Dempsey as Chair and Mark Cameron as Vice-Chair**
- A discussion was held where each member of the committee reflected on their consultation experiences and any key learning was identified

3. Update on notice boards and displays

- No update from Max due to other pressures, but aims to have something before next PCC meeting
- Plan is to base the regular update on content posted to the PCC Facebook page (informative and announcements), formatted to single sheet A4 and posted on various notice boards
  - Proposed template has already been reviewed, but desire to look at this further on the first real version to ensure font sizes etc are acceptable
- **Max is to arrange access to the PCC notice boards from Sean Watters**; note that Ben McLeish is updating Gilberstoun board and Stephen Dishon the Joppa one
- Gap identified in the coverage of PCC notice boards – Christians.
  - **Emma to ask Ben about information on placement of the Gilberstoun board** – costs, funding etc – which can be used as basis for scoping out possibility of a board at the Christians (perhaps at the phone box & letter box corner)

4. Update on latest consultation event at Scotmid

- See Appendix 2: Scotmid consultation
- Overall the consultation went well and people were glad to engage
- The "how did you hear of the CC" results, compared to the "how would you like us to engage with you" results show an interesting dynamic, with perhaps some opposite results
- Noted different approaches used so far in the Scotmid consultations and their results – the first was qualitative, the second quantitative
- Council consultation on new pedestrian crossing outside St Philips

- We passed 131 responses via our online survey (web, Facebook, Twitter, email) on to the Council
- These 104 in support, with 7 objecting to the proposal and the rest either supplying a comment or not selected support or object
- **Lee to write up a one paragraph summary** for webpage, Facebook and next PCC meeting
- There seemed to be a desire for further crossings, for example at East end of Portobello Beach – group to look into this at next meeting

5. National Standards of Community Engagement

- The group reviewed the ten standards which form the Scottish National Standards for Community Engagement (see http://www.scotland.gov.uk/Resource/Doc/94257/0084550.pdf) discussion followed around best practice for engagement and consultation

6. Topics of Interest

- Ideas for future consultation were discussed:
    - Beach and Prom improvement – what does the community want?
    - Parking in Bath St, Marlborough, Regent etc
    - Proposed beach etiquette guidelines
    - Mile markers on prom
    - It was agreed that a post it note style "what two things would make the prom / beach even better" question would be ideal at the next Scotmid consultation; **Emma to follow up with those hosting next consultation**

7. Sharing Consultation findings

- It was agreed that findings or reports would be posted on Facebook, shared via email and also shared via community notice boards and library space. Where relevant, findings would be shared with appropriate stakeholders and organisations. Discussions took place around Portobello Reporter, which is seen as a great asset for the community and identified during Scotmid consultation as a preferred method of communication. **Emma to get deadlines for future editions** and potential articles to be discussed at next meeting

8. Increasing email / Facebook numbers

- Discussion around how best to increase our Facebook numbers, our presence on Facebook has grown well, all should help promote Facebook page, also to discuss paying for Facebook in future meetings or at PCC meeting
- Building our email list is key to communicating with Portobello residents who are online. PCC members should pass on details of our email list to encourage sign ups, **Emma to follow up and to forward link. PCC group reps to be reminded to forward link to their groups and / or committees**
- It was noted that not all residents are online and work must continue to engage / consult with those who do not have computer access

9. AOB

- Students from Heriot Watt are working with CEC and have developed a survey to get feedback on how the council consulted the community about the building of a new Portobello High School; survey to be circulated

10. Date of next meeting

- To be confirmed and date circulated

Appendix 1: Terms of Reference

⇨ From [Terms of reference for C&E committee presented to PCC meeting 316](#)

Composition

At least three PCC members, with named Chair and Vice-chair; associate members may be appointed as appropriate (by PCC), but shall not number more than full members.

Aims

To engage and communicate with individuals and groups within the PCC area to promote dialogue and support / represent the community

Duration

For the life of the current Community Council, meeting at least twice annually

Activities

- Devise and hold consultations and report back findings to PCC
- To identify any barriers to community or individual involvement and work to overcome these
- To share results of engagement and consultation with the community and key stakeholders
- To monitor and evaluate whether the group meets its aims and purpose
- Allocate a budget of £200 which can be used for promotional material, training and other means of helping to increasing engagement
- Identify and apply for additional funding if appropriate

Outputs/Measures

- Regular consultation takes place to engage with individuals and groups within PCC area on local issues
- Regular dissemination of engagement results throughout community
- Equalities groups are identified and included in consultation / engagement
- Responses to community consultations
- Attendees at PCC-organised events
- Suggestion Box suggestion ns, Facebook likes, Twitter followers, Email list subscribers

Portobello Community Council

Appendix 2: Scotmid consultation

Results from Scotmid consultation on 7 March 2014

Gender and age range of participants

A fairly even split took part in the survey (54.24% female and 45.76% male) with 30.51% of respondents being in the 60+ range

Gender/Age	30-39	40-49	50-59	60+	Total
Female	6	11	5	10	**32**
Male	5	9	5	8	**27**
Total	**11**	**20**	**10**	**18**	**59**

Gender/Age	30-39	40-49	50-59	60+	Total
Female	10.17%	18.64%	8.47%	16.95%	**54.24%**
Male	8.47%	15.25%	8.47%	13.56%	**45.76**
Total	**18.64%**	**33.90%**	**16.95%**	**30.51%**	**59**

Did you know Portobello had a community council?

54 (91.53%) replied that they knew Portobello had a community council

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	1			1	**2**
Female – Yes	5	11	5	9	**30**
Male – No		1	1	1	**3**
Male - Yes	5	8	4	7	**24**

How did you hear of the community council?

Word of mouth	35
Social media	16
Portobello Reporter	10
Library	4
Notice boards	3
Other	5

Do you know the purpose of the community council?

13 of 58 respondents (22.03%) didn't know the purpose of a community council. We were able to give them a brief overview. 1 paper had no answer recorded for this question.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	2	2	2	3	**9**
Female – Yes	4	9	3	7	**23**
Male – No	1	1	1	1	**4**
Male - Yes	4	8	4	6	**22**

Portobello Community Council

Do you use email?

51 of the 59 people (86.44%) said they used email with 45 saying they used it every day – the other 6 people saying they used it at least weekly.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No				4	**4**
Female – Yes	6	11	5	6	**28**
Male – No		1		3	**4**
Male - Yes	5	8	5	5	**23**

Do you use Facebook?

28 of 59 use Facebook (49.15%) with 26 using this every day.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	2	5	2	9	**18**
Female – Yes	4	6	3	1	**14**
Male – No		4	3	6	**13**
Male - Yes	5	5	2	2	**14**

Do you use Twitter?

13 of 59 respondents are Twitter users.

Gender/Age	30-39	40-49	50-59	60+	Total
Female – No	3	8	4	10	**25**
Female – Yes	3	3	1		**7**
Male – No	2	6	5	8	**21**
Male - Yes	3	3			**6**

How would you like us to engage with you?

Email	31
Notice boards	25
Portobello Reporter	25
Library	19
Website	18
Facebook	17
Twitter	5
Newsletter	1
Word of mouth	1

Would you like to be added to our mailing list?

More than half the people we spoke with signed up to our Mailing list. That's a further 35 members of the community we're able to reach out and engage with.

Gender/Age	30-39	40-49	50-59	60+	Total
Already signed up	1	2		1	**4**
Yes	8	16	6	5	**35**
No	2	2	4	9	**17**
Not email user				3	**3**

⇨ 2 survey papers were not fully completed therefore the results of these have not been included in the analysis.

Portobello Beach Sharing Consensus

In response to concerns raised by the public through previous consultation exercises and direct approaches, the Community Council is seeking the community's views on proposals for a voluntary arrangement for beach usage intended to enhance enjoyment of the beach for all.

Past surveys have shown that dog owners value the beach as a place to enjoy leisure time with their dogs and that this is broadly welcomed by the community as a whole. At the same time, some members of the community would value the opportunity to enjoy parts of the beach without the presence of dogs, particularly to allow free access for children, the elderly and others who can be unsettled by the presence of dogs.

We are proposing, subject to community buy-in, to trial an arrangement for a period over this summer, under which dog owners voluntarily contain their dogs' access to the beach within agreed zones. In a full year, on an annual basis if the trial is successful, we anticipate zoning will operate from May until the end of August. The trial will operate within these months commencing as soon as signage, communications and any other pre-requisites are established.

Following the trial, views will be sought on the success or otherwise of the trial, including how the arrangement could be improved.

It is intended that the agreement should be self-enforcing and will not be subject to formal policing. Visitors to the beach will be encouraged to participate most likely by a combination of signage, a public awareness campaign and word of mouth.

Four options are proposed and we would welcome your views on the form over the page. Diagrams representing the proposed zones are also provided for illustration purposes. General provisions applying for all options are:

- Zoning will apply between 1 May and 31 August and only between the hours of 10:00am and 6:00pm.
- Owners with dogs may continue to use the rest of the beach outwith this area as they currently do.
- Guide dogs will, of course, be welcomed in all areas regardless of zoning.

Please rank the options in terms of preference from 1 to 4 with 1 being your preferred option (you may, but do not need to, provide up to 4 rankings. Please leave blank if you feel any option is unacceptable.

In addition, we would like your feedback on whether owners should be asked, on the same voluntary basis and during the zoning months, to keep their dogs on a lead when using the promenade.
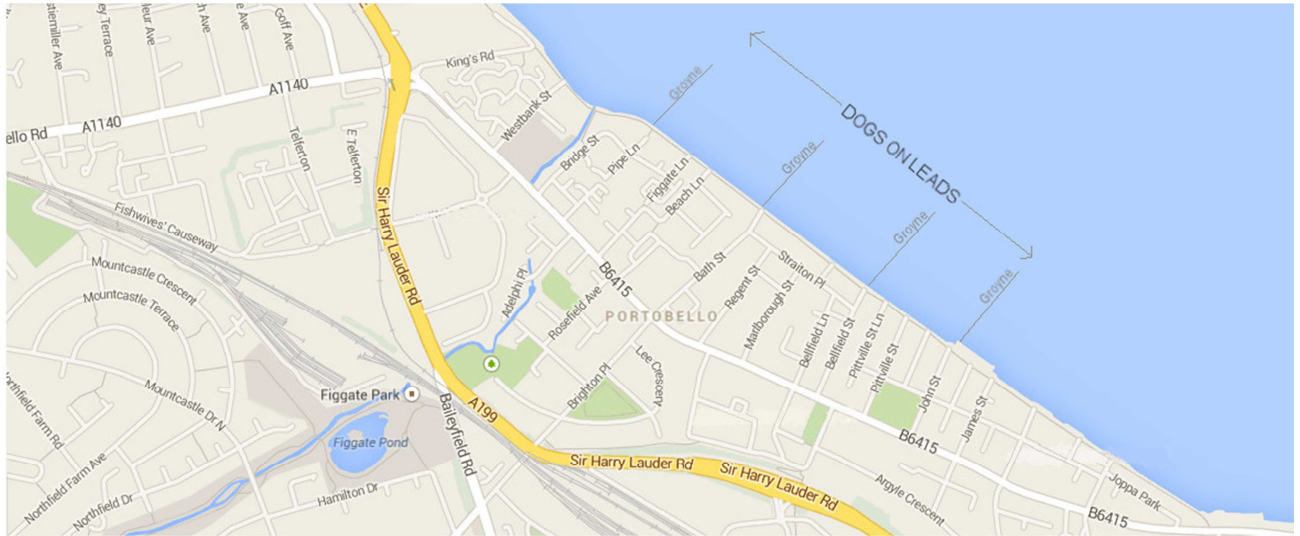
The consultation period will run between 1 April and 23 April 2-14. Should you know of others wishing to participate, details of how to do so will be available on the Portobello Community Council website www.portobellocc.org

Results of the consultation will be made available on the PCC website within 1 week of the close of the consultation.
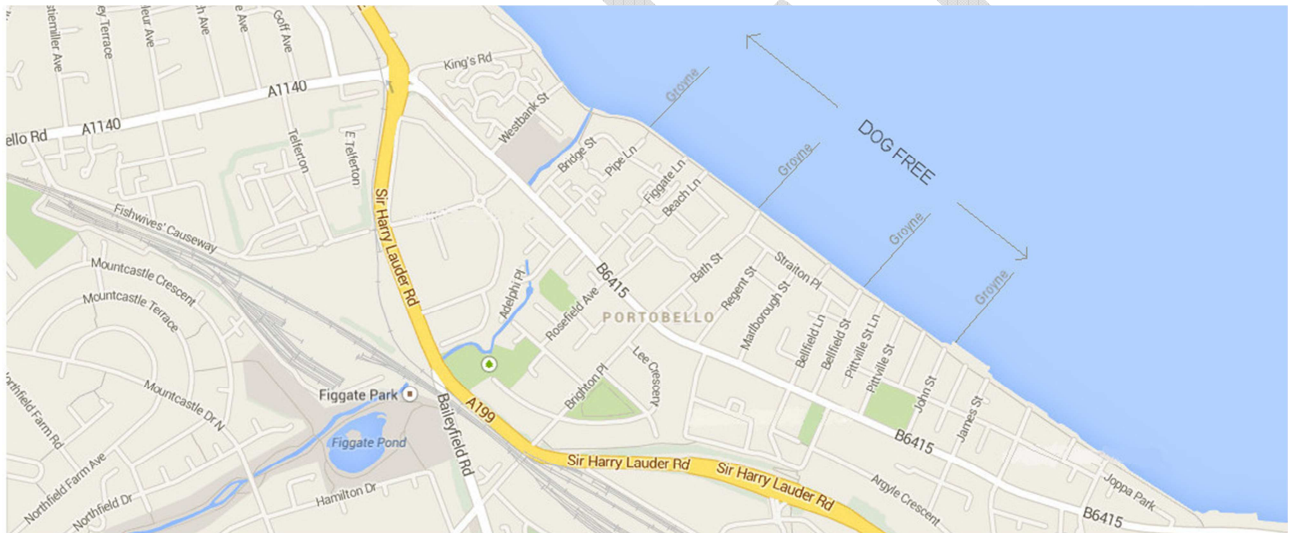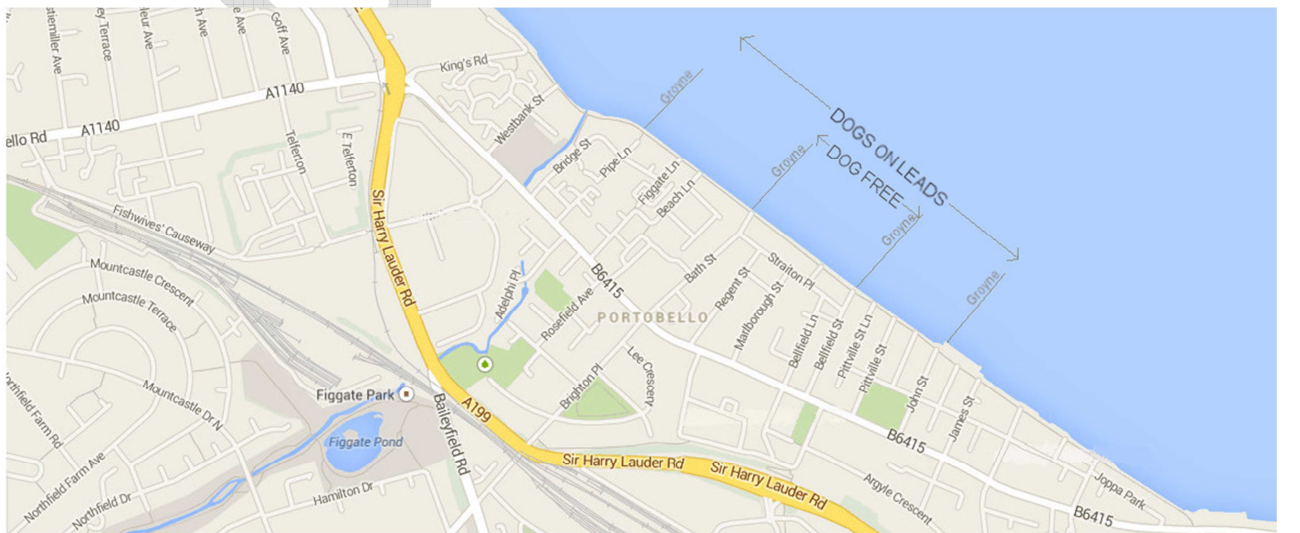
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Option (In all cases between 10:00am and 6:00pm 01 May to 31 August)	Ranking 1 - 4
Option A: During the designated hours, dogs to be kept on leads east of the groyne adjacent to Pipe Lane and west of the groyne adjacent to John Street (Illustration A).	
Option B: During the designated hours, the area east of the groyne adjacent to Pipe Lane and west of the groyne adjacent to John Street to be a dog free zone (Illustration B). The exception to this being that owners may pass through the zone with dogs on a lead keeping close to the water-line, so that people can still walk the length of the beach with their dogs.	
Option C: During the designated hours, the area east of the groyne adjacent to Bath Street and west of the groyne adjacent to Bellfield Street to be a dog free zone. Dogs to be kept on leads in the areas either side of the dog free zone, between the groynes at Pipe Street and John Street (Illustration C). Owners may pass through the dog free zone with dogs on a lead keeping close to the water-line, so that people can still walk the length of the beach with their dogs.	
Option D: Maintain the status quo.	
Comments: (You may wish to comment on the appropriateness of the proposed length of season, hours of operations, extent/area of beach covered, promenade restrictions, or any other aspect of the proposals)	

	Y/N
Should owners be asked to keep their dogs on a lead when using the promenade?	
Are there any other aspects of beach usage that you feel should be considered by the Community Council? (please provide details below)?	
Comments:	

Background information

In order that we can determine whether we are reaching all parts of the community, please provide the following information:

	Y/N
Are you a dog owner?	
Are you a Portobello area resident?	
Age group:	

11-20	21-30	31-40	41-50	51-60	61-70	71-80	Older

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Proposed options
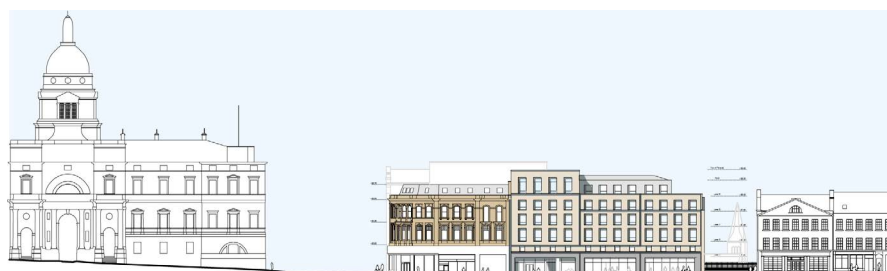
Option A

Option B

Option C

THE CITY OF EDINBURGH COUNCIL
EDINBURGH CHAMBER OF COMMERCE DEVELOPERS' GROUP
EDINBURGH ASSOCIATION OF COMMUNITY COUNCILS

THE EDINBURGH
PLANNING CONCORDAT
2013

East Context Elevation
Scale 1:500

Edinburgh
CHAMBER OF COMMERCE

·EDINBVRGH·
YOUR COUNCIL – YOUR SERVICES

Introduction

Planning has a key role to play in delivering sustainable economic growth for Scotland and its communities. The Edinburgh Planning Concordat was first produced in 2010 between the Council and the Edinburgh Chamber of Commerce and it has been successful in establishing how the Planning Service and the development industry can work together to enable major development.

There is now an opportunity for the Council and the development industry to work more closely with local communities. By establishing a framework for the Council, developers and community councils to engage when major development is proposed, means the chances are enhanced of delivering appropriate development of homes, businesses and other facilities the City needs for its citizens.

"The Edinburgh Planning Concordat provides clear guidelines for how developers, communities and the City of Edinburgh Council can work together to promote local participation in the planning process and shape proposals for large developments. By setting out roles and responsibilities at every stage of a major planning application, I hope that the Concordat provides confidence to those involved and helps to deliver the type of appropriate development that we all want to see."

Councillor Ian Perry
Convener of Planning Committee

The Edinburgh Planning Concordat 2013

The Concordat was signed by Councillor Ian Perry, Ali Afshar of the Edinburgh Chamber of Commerce and David Salton, Chair of the Edinburgh Association of Community Councils on 27th August 2013.

"Many community Councils find it difficult to get the community's views as widely as they would like but with some financial assistance, we can aim to engage with the community so it has a real input into the quality of development in its area."

David Salton
Chair, Edinburgh Association of Community Councils

There are three key areas where joint action is needed to deliver the aspirations of the concordat. These are as follows:

Resources

The success of the concordat is dependent on all parties having the resources in place to work together.

The City of Edinburgh Council will provide the resources necessary to facilitate engagement with developers and enable community councils to seek the wider community view. This will make the process as smooth and inclusive as possible.

The development industry will ensure that it puts the right people and resources in place to deliver the information needed for the planning process. In particular it will embrace pre-application consultation with the local community and engage fully with community councils.

Community councils are duty bound by their constitution to represent all sections of their communities when expressing their views. They should consult widely before finalising these views. Community Councils will carry out this requirement as best as they can with the limited resources they have available.

Skills

The City of Edinburgh Council will provide a One Door Approach to the development industry in recognition that those involved in the planning process require a range of technical and generic skills, as well as an understanding of development economics. In addition, it will continue to enhance its community engagement skills so that it can proactively provide advice and support to local communities on the planning process.

The development industry will ensure that its representatives provide the technical supporting information to meet the requirements of the planning process and that it has the necessary people in place to engage proactively with local communities to deliver quality places.

ONE DOOR
approach to

Development Consents

Community Councils will ensure their planning representatives have a good understanding of the planning process and can help represent the wider views of the community in any planning consultations.

Process

The agreed process is set out in the annex.

The City of Edinburgh Council will enable suitable sustainable economic development by implementing the agreed process with developers and community councils.

The development industry will embrace the agreed process and provide information early in the process to enable key stakeholders to understand the proposals and assist in the preparation of final plans. In particular, it will fully engage with local communities.

Community Councils will proactively engage in development proposals and work with the Council and the developer to try to achieve a consensus that is in the best interest of the community they represent. In cases where it is opposed to the development, it will give reasons so the developer can decide how to move forward.

> *"The concordat is a clear framework agreement between the Council, developers and the community in Edinburgh. It helps to clarify an efficient process on pre-application engagement where each party is more certain of their roles and responsibilities. There is a clear duty for developers to comply with a public engagement process and build up a trusting relationship with the community council. This document helps us to do that."*
>
> *Ali Afshar, Edinburgh Chamber of Commerce Developers' Group*

ANNEX

AGREED STEP BY STEP PROCESS AND RESPONSIBILITIES FOR MAJOR APPLICATIONS

PRE-APPLICATION CONSULTATION STAGE		
The Planning Authority will:	Developers will:	Community councils will:
Development Plan:	**Development Plan:**	**Development Plan:**
• Highlight development site opportunities and engage in early dialogue with land owners, developers and the community on development plans and supplementary guidance. • Identify where masterplans would be required for major development sites. • Consider ways of keeping communities informed at an early stage.	• Engage in emerging development plans and supplementary guidance • Prepare masterplans if required for major development sites. • Engage with communities early on sites they propose to develop.	• Engage in emerging development plans and supplementary guidance. • Consult within its limited resources with the wider community in responding to consultations on the above.
Planning Application / Development Management:	**Planning Application / Development Management:**	**Planning Application / Development Management:**
• Respond positively to meeting requests by developers and agree to appropriate officers' attendance based on the nature of the proposals. • Provide reasonable time with lead officers to guide expectations, scope key issues, coordinate consultees and maintain regular dialogue on progress and team issues. • Where appropriate, convene early meetings with key agencies / consultees to scope information requirements. • Draft a processing agreement using standard template. • Provide guidance on pre-application consultation and encourage the developer to engage early with the local community council. • Provide the community council with resources for wider engagement.	• Arrange and attend a "First Signals" inception meeting giving sufficient detail to senior officers to enable preparation for the meeting. • Present first options and outline information to enable scope of proposals to be understood. • Supply project information and agree to a processing agreement. • Appoint a lead application manager in house or through adviser, to handle all discussions in first contact and inform the authority of any delegations / changes in personnel. • Provide an outline plan for the PAC. Consult and seek advice from community councils and/or local interest groups at an early stage to ensure proposed community engagement is effective. Agree key dates with the community council.	• Discuss and agree to meeting requests from the developer and assist with a plan for pre-application consultation. • By a date to be agreed, give a view to the developer and Planning Authority on what form the community engagement should take on the proposal. Agree key dates with the developer for the PAC process. • Advise the developer in arranging public meetings/exhibitions, where required.

- Identify whether the proposals would benefit from a design review by the Edinburgh Urban Design Panel and advise the applicant at least three weeks before the relevant panel meeting.

- Identify whether the proposals require to be presented to the Development Management Subcommittee in a Pre-application report to allow members to participate in scoping the draft determining issues. Include the Community Council's views if available.

- Respond on EIA screening and scoping.

- Discuss the Proposal of Application Notice (PAN) with the community council and whether the proposed consultation with the community is sufficient.

- Inform the Neighbourhood Partnership of the PAN and seek views.

- Help the community council to understand the proposals including guidance on material objections.

- Conform with the Proposal of Application Notice process as agreed in the processing agreement.

- Agree any additional community engagement required by the Planning Authority.

- Conform with essential scoping exercises for EIA and other supporting statements.

- When requested, arrange for suitable presenters to attend the Edinburgh Urban Design Panel meeting and to prepare presentation materials.

- When requested, prepare information to assist the preparation of a Pre-application report for the Development Management Subcommittee and arrange for project team attendance at the meeting as observers.

- On the conclusion of the PAC exercise, let the community council see a draft of the PAC report and allow a short period for comments. In suitable cases, discuss with the community council whether a short period of re-consultation would be appropriate.

- In Planning Permission in Principle cases, make clear the detailed matters included and detailed matters reserved.

- Help the community council to understand the proposals and be clear about what the community can influence.

- Ensure within its limited resources that the wider community view is sought as part of the community council's response to the Proposal of Application Notice.

- Make clear any arrangements where the CC is to represent the views of other groups, or to advise that the views of others will be handled separately.

- Agree a response date for final feedback from CC to developer.

- Copy the Planning Authority into the response to the developer.

- Review the draft PAC report promptly flagging up any disagreements (if applicable). In suitable cases, discuss whether a short period of re-consultation would be appropriate.

WHEN SUBMITTING THE PLANNING APPLICATION		
The Planning Authority will:	**Developers will:**	**Community councils will:**
• Offer a meeting to community councils to discuss the submitted application – content and timescales.	• Submit a pre-application consultation report which fully reflects the community engagement process and explains where appropriate scheme amendments have been made, to take the community's views into account.	
• Ensure a lead case officer coordinates a pre-submission "application package" meeting with project team to agree the final package of documents, forms, notifications and supporting drawings and documents to ensure validation.	• Arrange a pre-submission "application package" meeting to agree the final package of documents, forms, fees, notifications and supporting drawings and documents to ensure validation.	
• Agree to provide a final response which verifies the package, within 4 working days.	• Ensure that the application is submitted on the agreed date in the processing agreement and that all agreed information is present.	
	• Arrange for as much material as possible to be submitted electronically to enable speedy registration and publication on the Planning and Building Standards Online Services.	
	• Be prepared to provide hard copies of key information to assist community councils in consulting with their communities.	

DURING THE PROCESSING OF THE APPLICATION		
The Planning Authority will:	Developers will:	Community councils will:
• Provide updates to the agent as set out in the processing agreement on progress with consultations, feedback on the proposals and any requests for additional information / changes.	• Provide updates to the case officer as set out in the processing agreement on progress with any requests for additional information/changes.	• Sign up for email alerts and committee papers to receive automatic updates.
• Automatically consult community councils on major applications and negotiate extra time with community councils if they need it.	• Assist the community council with any information requests including sets of drawings/ EIA CD.	• Ensure within its limited resources that the wider community view is sought as part of the community council's response to the application.
• Ensure consultation responses are viewable on the Planning Portal, as appropriate.	• Provide any further information requested within the agreed period.	
• Pursue consultations which are not received within the statutory period.		
• Attend application progress meetings as set out in the processing agreement. Arrange briefing sessions for CCs and members as appropriate.	• Attend application progress meetings as set out in the processing agreement.	• Attend briefing sessions on progress of the application if requested.
• Revisit the processing agreement at 21 days in, to refresh dates and tasks and agree amendments.	• Revisit the processing agreement at 21 days in, to refresh dates and tasks and agree amendments.	
• Keep the community council up-to-date with any amendments to the scheme and how they might be publicised. Case officer to email community council and post updates on the Portal.		
• Agree reasonable final dates for consultee responses and correspond with the lead official at the relevant agency if this deadline is over-run.		• Submit its comments on the application within the required timescale or an agreed date. Include a review of the Pre-Application Consultation Report within the consultation response and details of how it has sought the views of the wider community.
• Agree the heads of terms for conditional provisions and refresh terms / agree on appropriate device for agreement (conditions, S69 or S75 etc).	• Agree the heads of terms for conditions and refresh terms / agree on appropriate device for agreement (conditions, S69 or S75 etc).	

DURING THE PROCESSING OF THE APPLICATION		
The Planning Authority will:	**Developers will:**	**Community councils will:**
• Consider the "development viability statement " and fully consider reasonable requests for the economic viability to be a material consideration. Provide feedback on this before the Committee report is drafted. • Ensure the committee report fully represents the views of the community council and provides a detailed account of the applicant's pre-application consultation process and pre-application feedback received as detailed within the Report of Consultation. • Arrange and attend a final progress meeting as set out in the processing agreement to ensure all relevant information is available to allow the Committee report to be drafted and to advise of the committee date and presentation/hearing procedure • Arrange and attend a final progress meeting as set out in the processing agreement to ensure all relevant information is available to allow the Committee report to be drafted and to advise of the committee date and presentation/hearing procedure	• In major development cases where there are funding, viability and implementation challenges, submit a "development viability statement" which clarifies the economic viability of the scheme. An executive summary/redacted version should be provided for publication for public comment • Arrange and attend a final progress meeting as set out in the processing agreement to ensure all relevant information has been submitted before the case is taken forward to Committee reporting. • Make professional staff available for attendance at the site visit.	• Make members available for attendance at the site visit if desired.

THE COMMITTEE MEETING		
The Planning Authority will:	**Developers will:**	**Community councils will:**
• Make procedural and timetable information available through committee services for hearings • Arrange a meeting as soon as possible after the committee meeting with the developer's principal application manager/agent to discuss any conditional matters of the Committee decision	• Make a team available to attend the hearing and present to committee members and prepare appropriate graphic, 3D etc material for hearings • Where conditional matters are important, attend a meeting as soon as possible after the committee meeting with the case officer to discuss the Committee decision	• Represent within limited resources the community at the hearing.

AFTER THE DECISION		
The Planning Authority will:	**Developers will:**	**Community councils will:**
• Arrange any final legal / planning meetings with the relevant parties to clarify final wording of legal agreements and timetable for conclusion of the agreement as set out in the processing agreement • Discuss any reasons for refusal and how any subsequent actions can be taken forward. • Undertake conditions monitoring and review legal agreement as required • Keep the community council informed on any variations to the approved scheme • Monitor the effectiveness of community engagement • Monitor and discharge conditions and legal agreements and keep the portal up-to-date with this information.	• If required, attend any final legal / planning meetings to clarify final wording of legal agreements and timetable for conclusion of the agreement as set out in the processing agreement • Post application –Arrange for the early conclusion of the legal agreement and arrange for the discharge of conditions. • Complete survey requests on the community engagement exercise and the application process.	• Complete survey requests on the community engagement exercise so that the planning authority can monitor the success of the process

Kenny MacAskill, MSP
Constituency Office
16A Willowbrae Road
Edinburgh
EH8 7DB

31/03/2014

Dear Kenny,

I write in connection with the forthcoming extension of rail services from Newcraighall to the Borders at Tweedbank and the planned electric train depot at Millerhill to service the new electric trains to run initially between Edinburgh Waverley and Glasgow Queen Street.

I feel this could be a golden opportunity to look at reopening Portobello Station, one of the most popular of Edinburgh's suburban stations prior to closure in the early 1960s and something this community has long wished to see happen.

From what I understand, the current slow-speed and single-track junction from the East Coast Main Line towards Newcraighall and the South Suburban line at Portobello is increasingly being seen as a constraint of regional - and indeed national - significance to rail services.

Although not currently funded, it is likely in the next few years that improvement works to restore a higher speed, double track junction will be undertaken.

The proposed redesign of Portobello junction thereby gives us an opportunity to revisit designs drawn up 10 years ago as part of the Edinburgh Crossrail scheme and to go over various alternative options able to encompass all aspirations.

With the current invitation to tender for the new ScotRail franchise stipulating that bidders must price an option for trains to serve potential new stations at East Linton and Reston, we think that Portobello must stand an equally good chance of finding such Government approval.

Portobello Community Council would thus like to meet with you to discuss how best to take this forward.

Yours sincerely

Portobello Community Council

Brunstane Station

I would like to pick up an issue I tried to raise in the previous Community Council, but there were too many distractions at the time for it to receive serious attention. The headline issue is how large numbers of people can get to Portobello, but it also raises the question of the vision we have for the character and future of Portobello.

My own wish is that Portobello should have lots of visitors – to enjoy the priceless amenity of the beach and Prom, as one of the most important of Edinburgh's "lungs", and also to support our local shops and other businesses. We don't do a lot to advertise our attractions (Edinburgh is curiously neglectful of Porty), but even if we did, there remains the very significant problem of how people are to get here. When I raised this issue previously Cllr Walker said that there wasn't a problem because the Beach is "mobbed" on hot days – but we had a fantastic Summer in 2013, and the Beach was *never* "mobbed". There were huge expanses of empty sand, while in the 'glory days' people had to queue up until they could get a vacant spot on the Beach…

The transport options are:

- Car: there is hardly anywhere to park, and our streets are anyway clogged up with residents' cars; anyone coming to Porty by car will carry on to East Lothian.

- Bus: we have a great bus service, but it's painfully slow (it can take as long to get through Porty as it then takes to get all the way in to Edinburgh), and it doesn't cope well with big increases in demand (such as on hot Sundays).

- Bike: our roads are dangerous (at least two of Edinburgh's dozen "ghost bikes" represent Porty people), and the Council's decision to allow cycling on the Prom has harmed the very amenity that should be attracting visitors.

- Tram: there's not much chance of this most suitable form of transport reaching Porty while Mike Bridgman is standing four-square in the road saying "they shall not pass"! But even once he realises how good trams are, there are still the questions of time and money.

- Walking: one of Porty's key offerings is that it is a great place for walking – so people probably won't want a long walk to get here!

- Train: this was the form of transport that did most to support Portobello's economy in its fantastic heyday, and Lawrence has been working hard to get our station reopened – but he doesn't seem to be any closer to getting that in 20 years of trying. Even with Max's support, Porty won't have a train station in the forseeable future. But there is another of Lawrence's great achievements: Brunstane.

Brunstane Station is seven minutes from Edinburgh Waverley, but of far greater significance, it is on the Borders Railway which is to be reopened in less than two years' time, and it provides the handiest non-car access to the seaside for upwards of 30,000 people, 70% of whom were found in planning surveys to be likely to use the new train service. Major housing developments along the route will see this figure increase significantly.

Most people who get on the train to head towards Edinburgh will stay on it until they reach the capital, especially as the new service is likely to open just in time for the major

Christmas attractions. Our task, should we choose to accept it, is to ensure that the travellers notice Brunstane on the way through, and make a mental note to get off here next time. Two obvious ways of doing this are to make the station so unusually attractive that passers-by simply have to sit up and take notice of it; and to advertise it (and Portobello) at all the stations on the route.

Scotrail encourages local communities to adopt their station, which in the case of a plain simple station like ours means that they will pay for some simple features such as tubs of flowers if the community will maintain them. A couple living near the station have taken on this role, but I have found a professional landscape gardener who lives in Portobello and who would like to do much more for the station. Her vision is to spend thousands of pounds (!) on a self-sustaining display of wild-flowers, and we would also need emphatic signage to say that this is the station for the seaside.

As well as this, I would hope to see a striking poster on display at each of the nine stations on the route, perhaps produced by a Community Council competition. This would have a QR code which would link through to Bob's Porty Online website where people could readily see what we offer, in terms of local shops, eateries, 'drinkeries' and accommodation. In my dreams I would like to see a webcam giving a live feed of the Beach and Prom, and an automated weather station giving actual weather information alongside a conventional forecast. (I would like us to collect such weather records and publicise them, if – as I believe they would – they show that Porty's weather is a bit better than the local average because of our microclimate.)

This would all cost money, but I hope sponsorship could be found from the Community Council, the Amenity Society, local traders, the Rotary Club (who have already adopted Newcraighall and are interested in Brunstane), the City Council, Scotrail, and The Range (the large home-and-garden 'superstore' right beside Brunstane).

The other main issue is to make sure that people who get off the train at Brunstane have a good experience of Portobello. The location of the station is not ideal, and the (1km) walk to the Prom down Brunstane Road is not the best, though at least visitors will be able to see the sea all the way. Clearly a pedestrian crossing at Milton Road would need to be re-instated, and good signage provided all the way. Once on the Prom the existing (though by then updated) Tourist Fingerposts would take over.

Two major issues that would then have to be addressed are dogs and bikes, and this is why Brunstane station represents the important choice we have about Portobello's future: is it to become once again an important recreational amenity for people, or is it just a suburb for the convenient exploitation of residents and commuters?

My own view is that the Beach should be emphatically dog-free from Joppa Rocks to King's Road. Quite a few people bring their dogs by car and could just as easily go further west. Dogs on the Prom should be kept at all times on a short lead, which would force their owners to be aware of the mess they make. (My niece stayed with us a couple of weeks ago and took her one-year-old toddler for a walk on the beach; within minutes, a big black dog rushed up to the little girl and frightened her off the beach, and she never returned to it. Her experience would be the equivalent of a horse running up to an adult for nose-to-nose contact…)

I have always supported considerate cycling on an empty(ish) Prom, but many cyclists now ride along it quite quickly, and clearly resent pedestrians who get in their way. When I was young, the seaside was a place for children, and if we were doing things properly

today we would restore this important 'birthright' – in which case children would be able to run down Brunstane Road and on to the beach, not having to look right or left for cyclists, and without the slightest danger of being frightened by a dog – or indeed by the veritable pack of dogs that one sometimes sees on our Beach.

I ask the Community Council to embrace this important opportunity to restore Portobello's image as a place of fun and joy, to adopt Brunstane Station, and to do everything it can to make visitors feel very welcome.