

Appendix 2

Towerbank Primary School

1 Background Information

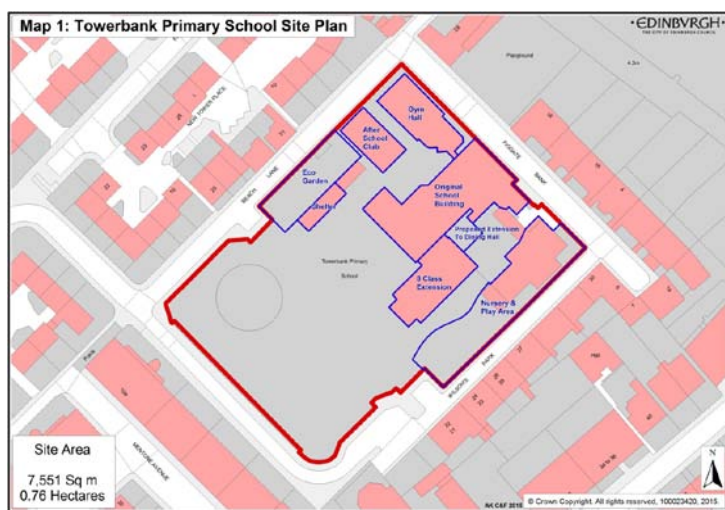
- Current capacity = 630 (21 classes)
- 2014/15 Roll (September Census) = 609 (22 classes)

Year Stage	P1	P2	P3	P4	P5	P6	P7
Roll	108	88	88	89	89	83	64

- Median classroom size = 55.54m² (smallest = 49.44m²; largest = 67.07m²) compared to estate optimum of 60m²
- 2014/15 GP spaces = three full-size classroom spaces & two open GP areas.

2 Accommodation Description

- 2.1 Towerbank Primary School currently has a capacity of 21 classes. However, to cater for a high catchment intake in 2014/15 the school is currently operating a 22 class organisation, including five classes at P1. The school was extended from 18 classes following the completion of a new eight classroom extension for August 2013. All the classrooms in the new extension are a standard size with breakout areas. Classrooms within the original building are generally small. The school has a temporary unit which accommodates the After School Club and a GP space.
- 2.2 On [9 December 2014](#) Committee approved that additional extended dining accommodation be provided at the school using the additional capital funding provided by the Scottish Government to address accommodation shortfalls arising as a result of the extended entitlement to free school meals to all P1-P3 pupils which came into effect from January 2015.
- 2.3 The combined site area of the school is still less than 0.8 hectares as shown in the following site plan.



3 Capacity Issues

- 3.1 The P1 intake in August 2014 was 108 pupils. School management have spread this intake across five P1 classes; although this could be reduced to four classes if the school opted to adopt team teaching. Accordingly, while the school is operating with 22 classes in the 2014/15 session, this could be achieved within the existing capacity of 21 classes.
- 3.2 In January 2015 registrations for P1 in August 2015 stood at 100 pupils with further registrations being expected. Accordingly, allowing for a drop between January and August 2015, an intake of 99 P1 pupils for 2015/16 has been proposed. This aligns with the likely intake suggested by projections for the school for August 2015. This level of intake would cause the capacity of the school to be breached and 22 classes would be necessary.
- 3.3 However, projections suggest that Towerbank Primary School will experience a spike in its intake for August 2016 with a P1 intake of 114 pupils being projected. Allowing for four P1 classes, two of which would be team teaching classes of 32 pupils, this would require that the school organise 23 classes. With two year stages exceeding 99 pupils working their way through the school and three stream intakes forecast for future years, it is likely that the school would be required to maintain a 23 class organisation in the long-term.
- 3.4 Application of the Scottish Government Capacity Guidance for Primary Schools reduces the number of general purpose spaces required by the school however this only increases the capacity of the school to 22 classes; the level at which the school is currently operating.
- 3.5 In addition to the number of pupils already projected, the potential development of the Baileyfield site in Portobello for housing, which has recently received planning permission in principle, would place additional pressure on the school. The consultation response from Children and Families for the Baileyfield planning application advised that one extra class of primary school accommodation would be required and that it may be necessary for a review of the Towerbank Primary School catchment area to be proposed in order to deliver the required capacity at a neighbouring primary school.

4 Accommodation Solutions

- 4.1 The school roll/catchment projections for Towerbank Primary School indicate that school roll numbers would rise to over 660 by 2019 and increase to 700 by 2026 based on a regular P1 catchment intake exceeding 100 pupils. The increase in roll would be further exacerbated by the additional pupils generated from the housing in the Baileyfield development. In creating school class organisations to cater for catchment intakes of over 100 pupils, any extra catchment places created beyond catchment requirements would likely be taken up via placing requests so further adding to pressure on the school.
- 4.2 Catering for over 700 pupils at Towerbank Primary School would require an additional three classes to be provided through a further extension to the school

which, if this were to be undertaken, would make this the largest primary school in the city and take the school capacity beyond three streams.

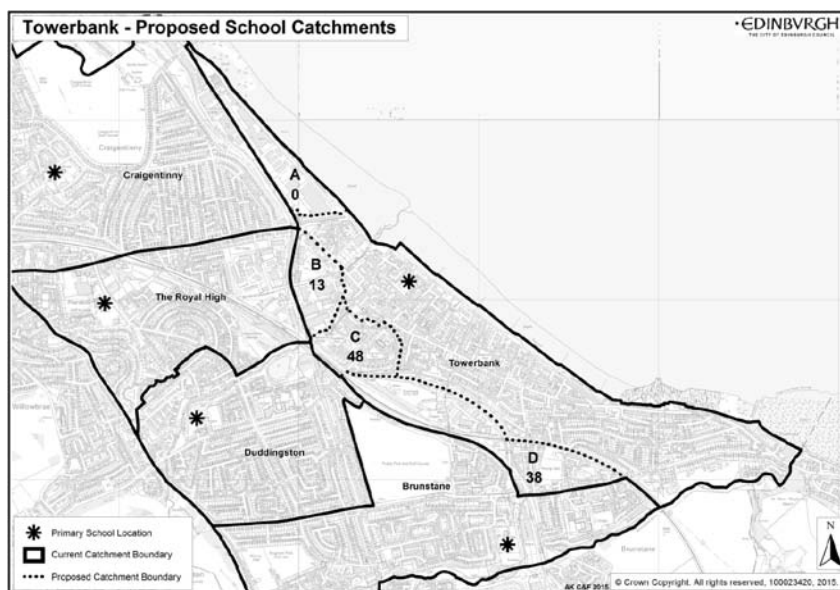
- 4.3 The size of site for any new (or replacement) school is prescribed in the School Premises (General Requirements and Standards) (Scotland) Regulations 1967 and the 1973 and 1979 amendments to those regulations. For a new school with a primary school capacity of 451 or more and capacity for a further 40 pupils in the nursery the total site the total site size should be 1.9 hectares comprising two elements for which the appropriate sizes are defined separately:
1. A main school site on which the actual school buildings are located of not less than 1.3 hectares; and
 2. An area for playing fields of not less than 0.6 hectares.
- 4.4 The regulations do not actually require that playing fields (or pitches) are adjacent to the actual school building but that they are *available* to the school i.e. could be elsewhere and off-site. In Edinburgh there are many schools where the maximum areas for playing fields are not met however the Council complies with the regulations by virtue of the extensive alternative pitch provision which is available to schools throughout the city.
- 4.5 In considering what would be an appropriate site area for any new or replacement double-stream primary school with a 40/40 nursery, an overall site area of 1.3 hectares has been identified as being capable of providing an appropriate environment for a primary school and nursery of this size and also incorporate provision for a small pitch adjacent to the school buildings. At just under 0.8 hectares, the size of the current site at Towerbank Primary School is already well below this optimum size when the school is already larger at three-stream; any further increase in capacity would further exacerbate the issue.
- 4.6 It is considered that providing additional capacity by further extending the school would reduce the available play area to an unacceptable level. The school playground is also overlooked by houses and tenements and there may be difficulties in securing planning consent for any further development on the site even if it were to be proposed.
- 4.7 The only reasonable solution to the future accommodation pressure is considered to be a change to the existing catchment boundary for Towerbank Primary School to reduce the number of pupils in the catchment and, in turn, reduce potential future intakes to be in line with the available capacity at the school.

5 Catchment Change Proposals

- 5.1 When assessing the extent of catchment change required it has been assumed that the overall catchment population of Towerbank Primary School has to be reduced by approximately 100 pupils. Such a reduction would average around 14 pupils at each year stage from P1 to P7. In respect of P1 intakes, with current catchment numbers being over 100, a reduction of 14 would bring the

school back towards a catchment P1 intake to 90 pupils, consistent with a three stream primary school. In assessing this change it is further assumed that the proposed housing development at Baileyfield would be assigned to the Royal High Primary School catchment.

- 5.2 The current Towerbank Primary School catchment area adjoins four other school catchment areas. These are Craigentinny Primary School to the north, the Royal High Primary School to the north east, Duddingston Primary School to the west and Brunstane Primary School to the south.
- 5.3 With Towerbank Primary School having 95% catchment retention and the school facing regular capacity pressure there have been few placements out and limited successful placements in to the catchment area. Of the 68 non-catchment pupils currently at Towerbank Primary School the four surrounding schools account for 45 of the placements with most (18) coming from the Brunstane catchment. Twelve pupils attend Duddingston Primary School from the Towerbank Primary School catchment area but no other school draws more than three pupils.
- 5.4 Detailed analysis has been undertaken to determine the optimum way of amending existing catchment boundaries to achieve the necessary level of reduction in the Towerbank Primary School catchment population. This has taken into consideration factors such as geography, home to school travel, catchment demand and the level of spare capacity available at the other schools.
- 5.5 It is considered that the necessary level of reduction would be best achieved by transferring parts of the Towerbank catchment to the catchment areas of the Royal High, Duddingston, Brunstane and Craigentinny Primary Schools. A map showing the areas of change proposed and the existing number of catchment pupils in each area is shown below.



A summary of the proposals is as follows:

Area A – It is proposed that this area transfers from the Towerbank Primary School and Portobello High School catchments to become part of the Craigentenny Primary School and Leith Academy catchment areas. This area is currently an industrial estate and there are no residential properties in this area and therefore no pupil generation.

Area B – It is proposed that this area transfers from the Towerbank Primary School catchment area to the Royal High Primary School catchment area. The secondary catchment area would remain as Portobello High School. This area contains the Baileyfield development site and residential properties which currently account for 13 Towerbank Primary School catchment pupils.

Area C – It is proposed that this area transfers from the Towerbank Primary School catchment area to the Duddingston Primary School catchment area. The secondary catchment area would remain as Portobello High School. This area contains residential properties which currently account for 48 Towerbank Primary School catchment pupils.

Area D – It is proposed that this area transfers from the Towerbank Primary School catchment area to the Brunstane Primary School catchment area. The secondary catchment area would remain as Portobello High School. This area contains an industrial estate with no pupil generation to the north of the railway and residential properties to the south of the railway which currently account for 38 Towerbank Primary School catchment pupils.

- 5.6 In undertaking this assessment it is assumed that the future pupil generation will be equivalent to the current number of pupils within each area. The following table provides the detail of the aggregate current pupil population in these areas by year stage (details by area are not provided for reasons of confidentiality).

Area	P1	P2	P3	P4	P5	P6	P7	Total
Pupils	14	11	14	17	13	14	16	99

- 5.7 All the affected primary schools have an associated nursery class but nurseries do not have defined catchment areas and none of the proposed catchment changes directly affect either existing capacity or current proposals to increase capacity.
- 5.8 Pupils already at Towerbank Primary School would remain at their school but the changes, if approved, would apply to future P1 intake from 2016/17 onwards and to any new pupils moving into the catchment.
- 5.9 It is proposed that, after meeting catchment needs, younger siblings of pupils at Towerbank Primary School who attended the school at the time of the catchment change and are, and remain, resident in the parts of the Towerbank Primary School catchment proposed for transfer would be offered priority for placing

requests into Towerbank Primary School. This policy would apply for a full primary school cycle (i.e. seven years).

6 Capacity in Proposed Receiving Schools

Craigentenny Primary School

- 6.1 The Towerbank Primary School catchment includes a prong of land that extends northwards along the coast taking in an industrial area that currently does not have any housing so no current pupils would be affected by the proposal. Geographically, this area would better fall within the Craigentenny Primary School catchment to the west. Craigentenny Primary School is a feeder for Leith Academy so a catchment change would also result in transfer of land from the Portobello High School catchment to the Leith High School catchment.
- 6.2 While no pupils would be affected by this change, The Royal High Primary School currently draws 25% of its roll from Craigentenny Primary School through pupil placement so an increased catchment and higher P1 intake at the Royal High could result in fewer placements being available at that school for pupils from the Craigentenny catchment area.
- 6.3 Craigentenny Primary School is a two storey school building set in spacious grounds. The school currently has capacity for 14 classes (420 pupils) and this would not be changed by the application of the Scottish Government's new guidance for local authorities on determining the capacity of a primary school.
- 6.4 The current roll of the school is 204 pupils as shown in the table below. Recent internal works to the school has provided an Early Years Centre catering for children from 0 to 3 years old. The nursery class has a 40/40 capacity.

School	P1	P2	P3	P4	P5	P6	P7	Total Roll	Capacity
Craigentenny	33	41	37	23	34	23	13	204	420

The Royal High Primary School

- 6.5 The Royal High Primary School catchment takes in an area south of Portobello Road and includes the neighbourhoods of Piershill and Willowbrae. The school lies to the north-west side of its catchment, approximately 200 metres south of Portobello Road.
- 6.6 The B listed school opened in 1931 and formerly served as a secondary school. The building is a mix of single and two stories set around a quadrangle. The nursery (30/30 capacity) is located in a temporary unit to north of the main building. A tarmac play area lies to the north of the school building. Council owned playing fields and a park lie immediately to the south and west of the school but these are shared leisure facilities rather than falling within the school grounds.

- 6.7 The school currently has capacity for 13 classes (329 pupil) however the application of the Scottish Government's new guidance for local authorities on determining the capacity of a primary school result in this increasing to a 14 class (420 pupil) capacity.
- 6.8 The current roll is 340 primary pupils as shown in the table below with all 13 of its existing classes in use. However, actual catchment numbers are lower than the roll. There are 245 catchment pupils of which 183 attend the Royal High, giving a catchment retention rate of 75%.

School	P1	P2	P3	P4	P5	P6	P7	Total Roll	Capacity
The Royal High	47	52	38	47	56	49	51	340	420

- 6.9 Approximately 45% of the roll at the Royal High School is non-catchment and the school attracts 86 pupils from Craigentenny (25% of the school roll). There are 62 placements out of the Royal High School, mainly to Duddingston and Parsons Green. The school roll/catchment projections indicate that future P1 catchment numbers are expected to be between 30 and 33 pupils whereas the appropriate P1 intake limit for a 14 class capacity school (under the Scottish Government's new capacity methodology) is 60.
- 6.10 The proposed catchment change would transfer the area around Baileyfield Industrial Estate to the Royal High. This comprises a mixed use industrial and commercial area as well as housing along Baileyfield Road. There are 13 non-denominational primary pupils currently living in this area, all attending Towerbank Primary School. In future, an extra 13 pupils from this area could be accommodated within the current capacity of The Royal High Primary School.
- 6.11 The proposed catchment change includes land at Baileyfield that has been granted permission for mixed uses including a potential development of around 200 dwellings that could expect to generate some 20 non-denominational primary school pupils. These extra pupils could also be accommodated within the capacity of the Royal High Primary School.

Duddingston Primary School

- 6.12 The Duddingston Primary School catchment lies west of Portobello Park and north of Milton Road West. The catchment area is compact and square in shape and is predominantly residential. The school lies toward the north-west of its catchment with access from Duddingston Road. Portobello High School and St John's RC Primary School lie on the same road further to the east.
- 6.13 The school occupies a large 2.3 hectare site with playing field provision to the east and a tarmaced area to north of the school. The school was completed circa 1959 and is set out as a main building over three storeys with adjoining single storey buildings. A temporary unit in the grounds also provides two spaces. The nursery class (40/40 places) is currently located in a separate

temporary unit to the north however a replacement 60/60 nursery building and outdoor play area will be provided for the start of the 2015/16 school year.

- 6.14 Duddingston Primary School is currently assessed as having capacity for 14 classes. The application of the Scottish Government's new guidance for local authorities on determining the capacity of a primary school results in this increasing to a 15 class (427 pupil) capacity.
- 6.15 Duddingston Primary School has a current roll of 384 pupils as shown in the table below. All existing 14 classes are used. In term of catchment numbers there are 283 primary pupils in the Duddingston catchment of which 226 attend their local school. The school draws 47 pupils from Brunstane and 31 from both the Royal High and Niddrie Mill (in Craigmillar). Placements out are primarily to the Royal High (18) and Towerbank (11).

School	P1	P2	P3	P4	P5	P6	P7	Total Roll	Capacity
Duddingston	48	53	59	48	64	56	56	384	427

- 6.16 Actual catchment P1 intakes have averaged 51 pupils over the last five years and, in the period to 2020, they are projected to stay below 55. The optimum P1 intake for a 14 class capacity school is 60 pupils which assumes team teaching at P1. While the application of the Scottish Government's new capacity guidance increases the number of classroom spaces it does not change the optimum P1 intake level.
- 6.17 The proposed catchment change would transfer an area of housing that lies between Portobello High Street and the A199/East Coast railway line and which is readily accessible to Duddingston Primary School via a road underpass at Broughton Place/Southfield Place.
- 6.18 There are 48 primary pupils currently living in this area, of which 43 attend Towerbank Primary School with the other five pupils going to Duddingston Primary School. The proposed catchment change would add an estimated additional 48 pupils to the Duddingston catchment and such a change could generate an average additional seven P1 pupils per annum. As projections show that the existing catchment will not generate more than 55 catchment pupils and the capacity will increase to 15 classes, this increase can be absorbed within the existing accommodation.

Brunstane Primary School

- 6.19 The Brunstane Primary School catchment takes in the Brunstane/Lismore area that lies predominantly south of Milton Road. The school is located in the middle of its catchment, towards its southern side. Following the closure of Lismore Primary in December 2008, the whole catchment area was transferred to Brunstane Primary School. At the time of the closure, the catchment change added a further 110 pupils to the Brunstane Primary School catchment.

- 6.20 The main, three-storey school building opened in 1960. Classbases and general purpose rooms are generally considered to be adequate. The school hall is relatively large but it is also used for dining. A 40/40 nursery class is located in a separate nursery building south of the main school and the Council run Magdalene community centre operates from a standalone building to the west of the school. There is a tarmac area to the north and west of the school and a playing field to the south. The entire site area including the community centre is 2.4 hectares.
- 6.21 Brunstane Primary School has capacity for 12 classes (315 pupils). The application of the Scottish Government's latest guidance for local authorities on determining the capacity of a primary school results in this increasing to a 13 class (379 pupil) capacity. Furthermore, the relocation of non-school facilities occupying classroom space within the school could potentially provide a 14th classroom.
- 6.22 The current roll at Brunstane Primary School is 177 primary pupils as shown in the table below. This compares with a revised capacity of 379 pupils; currently only eight classes are in use. There are 231 primary pupils in the catchment of which 119 (52%) attend their local school. The school attracts 58 out of catchment pupils mainly from Niddrie Mill to the south (40 pupils).

School	P1	P2	P3	P4	P5	P6	P7	Total Roll	Capacity
Brunstane	31	33	33	23	16	22	19	177	379

- 6.23 The school roll/catchment projections indicate that P1 catchment numbers are expected to be around 33 and rising towards 38 in later years whereas the optimum P1 intake for a 14 class capacity school (under the Scottish Government's new capacity methodology) is 60 pupils.
- 6.24 The proposed catchment change would transfer a triangular area of land positioned between Milton Road and the main East Coast railway line to Brunstane Primary School catchment area. There are 38 primary pupils living in this area of which 34 attend Towerbank and three attend Duddingston. In future, an extra 38 pupils from this area could be accommodated within the capacity of Brunstane Primary School. The proposed change would also include an industrial area to the north of the railway line which currently does not have any residential properties and or generate any pupils.

St John's RC Primary School

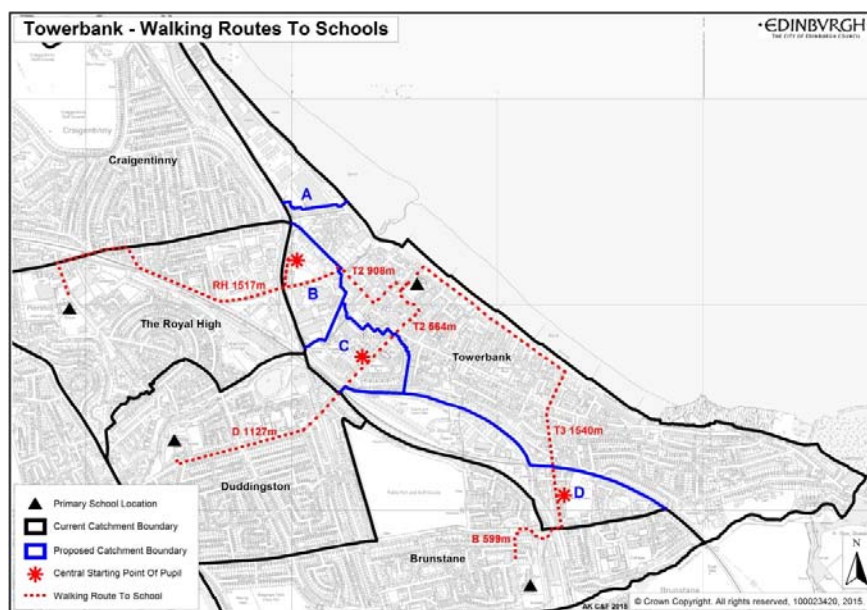
- 6.25 While the proposed catchment changes relate to the non-denominational sector, the proximity of St John's RC Primary School to Duddingston Primary School means that parents whose children are affected by the proposed catchment change may consider this as an alternative option. St John's RC Primary School is adjacent to Portobello High School so pupils from the area that is proposed to

transfer to Duddingston Primary School would walk past St John's RC Primary School en route.

- 6.26 St John's RC Primary School is a 14 class organisation with a capacity of 420 and a current roll of 376 pupils. For the 2015/16 school year it is proposed that the school will operate with an intake limit of 50 pupils which includes 19 pupils who are recorded as being baptised Roman Catholics.
- 6.27 The existing St John's RC Primary School is rated poorly in term of building condition (C rated) and suitability (D rated) but is due to be replaced with an entirely new building on an enlarged 1.3 hectare site on part of the current Portobello High School site. The construction of the new St John's RC Primary School is due to commence once the new Portobello High School opens and the existing school buildings are demolished.

7 Walking Routes to Proposed Receiving Schools

- 7.1 The following map shows the proposed catchment changes, the walking route that pupils could expect to take to reach Towerbank Primary School at present and the walking route that pupils could expect to take to reach their proposed new catchment school.



- 7.2 The identified routes are deemed to be 'safer route to schools' which means they have a good surface, are lit and any means of crossing main roads are by traffic controlled crossings or pedestrian over/underpasses. In identifying the potential walking routes, it is on the basis that the responsibility for ensuring the safety of children on the journey between home and school and, where appropriate, supervising the journey, rests with parents or guardians.
- 7.3 The table below shows the walking distance to both Towerbank Primary School and the proposed receiving primary schools from points identified on the map above.

Location	to Towerbank	to The Royal High
Baileyfield Road	908m	1,517m
Location	to Towerbank	to Duddingston
Brighton Place	564m	1,127m
Location	to Towerbank	to Brunstane
Brunstane Road	1,540m	599m

- 7.4 The proposed catchment changes, with future P1 pupils having to travel to different schools, would have a variable impact if implemented. For pupils that would attend the Royal High and Duddingston the walking distances would be greater whereas the walking distance to Brunstane would be less.
- 7.5 The Royal High Primary School lies off Milton Road, accessed via Northfield Broadway. There is a road/footpath link from Baileyfield that runs to the north of the railway line and which then leads onto Milton Road. A traffic controlled crossing point on the A199 at Baileyfield provides a connection to this footpath.
- 7.6 In respect of the proposed catchment change with Duddingston, pupils would follow Brighton Place through the underpass and onto Duddingston Road. In terms of walking distance, Brunstane Primary is better placed to serve the area proposed for catchment change than Towerbank Primary School. Pupils would walk along Milton Road, and go down Magdalene Drive to the school. There is a subway and traffic controlled lights at the junction with Milton Road and the A199.

8 Educational Attainment

- 8.1 School inspection reports were undertaken in recent years by Education Scotland at Towerbank, The Royal High, Duddingston and Craigentenny Primary Schools and the quality indicators for each school were assessed as shown in the table below.

Evaluation Criteria	Towerbank	Royal High	Duddingston	Craigentenny
Date of Evaluation Report	Feb-2012	Aug-2012	May-2012	Aug-2013
Primary School				
Learners' experiences	very good	good	good	good
Improvements in performance	good	very good	satisfactory	good
Meeting Learning needs	very good	good	satisfactory	satisfactory
Nursery Class				
Children's experiences	very good	very good	good	good
Improvements in performance	good	very good	very good	very good
Meeting Learning needs	good	very good	good	very good
Work of the school and nursery class				
The curriculum	good	good	weak	good
Improvement through self-evaluation	very good	good	weak	satisfactory

- 8.2 The evaluation of quality indicators by Education Scotland show that Towerbank, the Royal High and Craigentenny Primary Schools received positive assessments but Duddingston received a poor assessment with two areas identified as being weak. This resulted in the school, with the support from the Council, taking forward a school improvement plan to enhance performance in these two areas. An internal follow through report undertaken by a Quality Improvement Officer from the Children and Families Department and published in October 2013, concluded that Duddingston Primary School now provides a good standard of education and that the necessary improvements have been made following the Education Scotland evaluation.
- 8.3 Brunstane Primary School was last inspected by HM Inspectors of Education (HMIE) in October 2007. Under the criterion being evaluated at that time the school received three very good, nine good and three adequate. An internal follow through report undertaken by a Quality Improvement Officer from the Children and Families Department in August 2009 concluded that “With support from the education authority, Brunstane Primary School provided a good standard of education for its pupils. The school had progressed very well since the inspection and had made the necessary improvements in light of the inspection findings. The current improvement plan had had a positive impact on the work of the school. The teamwork in the school provided a very good basis for continued improvement. The education authority will not publish further reports in connection with the 2007 HMIE report”.

9 Statutory Consultation Process

- 9.1 The Schools (Consultation) (Scotland) Act 2010, as amended by the Children and Young People (Scotland) Act 2014, sets out the statutory consultation requirements for any proposal to alter the catchment area of a school.
- 9.2 The statutory consultees are prescribed as follows:
- the Parent Council of any affected school;
 - the parents of the pupils at any affected school;
 - the parents of any children expected to attend any affected school within two years of the date of publication of the proposal paper;
 - the pupils at any affected school (in so far as the education authority considers them to be of a suitable age and maturity);
 - the staff (teaching and other) at any affected school;
 - any trade union which appears to the education authority to be representative of the staff (teaching and other) at any affected school;
 - the community councils (if any); and
 - any other users of any affected school that the Council considers relevant.

- 9.3 This report recommends that Committee delegate authority to the Director of Children and Families to develop a detailed consultation paper on the proposed changes to primary and secondary school catchment boundaries.
- 9.4 The detailed consultation paper is being prepared and if the proposal to carry out a statutory consultation is approved by Committee then the consultation paper would be finalised and a full statutory consultation process would be progressed. An outline programme for the consultation process is set out below.

Date	Action
3 March 2015	Report to Education, Children and Families Committee
8 May - 22 June 2015	Period for Public Consultation
17 Aug - 6 Sept 2015	Period for Education Scotland to respond
1 October 2015	Publication of Report on Outcomes of Consultation
22 October 2015	Consideration by Council of Report on Outcomes of Consultation

- 9.5 It is necessary to start the statutory consultation process before the date of the next Education, Children and Families Committee on 19 May 2015 however it is proposed that, prior to starting the consultation process, initial informal consultation will be undertaken with the affected schools to establish if there are any other feasible and more preferable alternative options regarding alterations to catchment boundaries which would still achieve the required outcome. One such feasible option would be expanding the area to the south of the current Towerbank Primary School catchment area which is proposed for transfer to Brunstane Primary School and reducing the area currently proposed for transfer to Duddingston Primary School. This and other options will be discussed with each school community.
- 9.6 Committee is asked to delegate authority to the Director of Children and Families to, in developing a detailed consultation paper on proposed changes to primary and secondary school catchment boundaries, take into consideration any alterations to the proposed changes set out in this report which may arise as a result of the informal consultation to be undertaken with the affected schools.
- 9.7 Four public meetings would be held in respect of the proposals at each of the schools where pupils will be affected (Towerbank, Royal High, Duddingston and Brunstane Primary Schools). As the area being proposed for transfer to Craigentenny Primary School does not include any residential properties it is not considered necessary to have a separate meeting at this school. These meetings will give interested parties a more formal opportunity to express their views. Representatives of the Council will be present at the meetings to outline the proposals, assist discussions and answer questions.
- 9.8 All comments received will be recorded and represented in the final consultation report, along with the Council's response to those comments. Individual responses to submissions during the consultation will not be provided. However,

if common themes emerge from submissions, the Council will prepare a Frequently Asked Questions paper and publish it on the Council website during the consultation.

- 9.9 The final consultation report will be made publicly available and notification will be given to those individuals or groups that have made representations during the consultation period. The report will include a summary of written representations received during the consultation period and a record of representations made at the public meeting along with the Council response to representations made.
- 9.10 It is anticipated that the consultation report will be presented to a meeting of the Council on 22 October 2015 setting out recommendations; it is expected that the Council report would be published on 1 October 2015.