Minutes from portobello community group meeting with EDI group LTD



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| **DATE:** | 14 January 2016 |
| **WHERE:** | EDI Offices, 7-9 North St David Street, Edinburgh |
| **ATTENDEES:** | Kuan Loh (EDI), Geoff Lynn (PCC), Sean Watters (PCC), Emma Dempsey (PCC), Rob Newton (GVA), Peter Carus (GVA), Kate Forster (STR) |
| **MEETING FOCUS:** | Brunstane PAN and Community Consultation |
| **DISTRIBUTION:** | As above |

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| Minutes | ACTION |
| 1.0 Introductions1.1 All attendees gave brief introductions. 1.2 KL provided background to EDI and an overview of the history with the site at Brunstane.1.3 It was agreed that the meeting would be minuted by Stripe Communications |   |
| 2.0 Letter from Portobello Community Council 2.1 KL acknowledged and thanked PCC for a copy of their letter response to EDI’s PAN regarding the Brunstane site2.2 GL acknowledged that the PCC letter is ‘in bold terms’ but outlined that the key focus for PCC is to ensure wide ranging discussion from an appropriate cross section of the local community and to ensure that all relevant questions are raised; and to help facilitate good place making.2.3 GL also wanted to ensure that awareness raising around the community engagement event would be optimum to drive more interaction2. 4 RN (GVA) queried extent of engagement of PCC with the ELDP process; it was confirmed that PCC had conducted a survey of key issues (which generated some 130 responses but generally local to Brunstane) and this was included in the response to the ELDP (Second Proposed Plan). It was acknowledged that this could be a useful reference point2.5 STR and GVA highlighted that the community consultation event would be promoted through local media, social media, local advertising as well as direct engagement with politicians, stakeholders and local groups to invite them to attend2.6 EDI will also be publishing materials through its website and providing a contact address for questions from the community. 2.7 PCC asked about the possibility of distributing leaflets to local community at boundary of Brunstane site (suggested number of 5000). There were mixed views in relation to the effectiveness of mailshots. SW (PCC) suggested that this is not effective; ED (PCC) thought this would maximise awareness and the request to conduct a mailshot was noted. 2.8 PCC requested consideration be given to using the Place Standard tool at consultation event. This may be held with specific focus groups identified from community; aimed to engage targeted cross section of community and ensure that as many issues /questions relating to the development can be raised / discussed.2.9 EDI/GVA agreed that such an event may be helpful and could be feasible. It was agreed that this may be best led by PCC, and key groups to get involved to be identified by PCC. 2.10 Scope of discussion, topics and attendees to be considered further by PCC and shared with EDI/GVA. Depends on timing, suitable materials from the community consultation may be used for this event.  |  EDI/STR to updateEDI to consider and respond PCC to respond with recommendations |
| 3.0 Consultation timeline and materials3.1 EDI and GVA outlined that a statutory consultees event organised by CEC Planning, to which a representative from PCC would be invited, likely to be scheduled to take place on 1 March. ED advised that PCC presence at that would be helpful. GVA to pursue meeting dates etc. with City of Edinburgh Council and keep PCC advised.3.2 EDI outlined that the first community consultation event at which the emerging masterplan would be shared was scheduled to take place second week in March. Masterplan information would be available online to coincide with the first consultation event.3.3 A second consultation event is being proposed for the third week in April as a follow up and to demonstrate the incorporation and reflection of comments and ideas from first event. 3.4 Based on the consultation timings outlined by EDI, it was discussed that the proposed Place Standard focus group event should be held prior to the first consultation event in early March. The preferred option was likely to be mid-late February. 3.5 It was discussed that materials presented at community consultation event should be reflective of the Place Standard tool, and also incorporate additional themes that were picked up in the online research carried out by Portobello Community Council3.6 Some of the key issues that PCC raised specifically to be discussed included: infrastructure, access, transport, housing stock, education, health services, street lighting. 3.7 It was agreed that the consultation material should be made as clear as possible to ensure community is aware of the extent and scope of where they may be able to influence, and issues such as the principle of housing allocation on the site is not debate at the event. |  Dates to be confirmedDates to be confirmedDates to be confirmed |
| 4.0 Review of PAC materials4.1 PCC has outlined in their letter to CEC that they would like to be able to review and sign off the PAC materials before submission. EDI and GVA agreed that a draft or the key points, as appropriate could be circulated, in principle, but it is important to stress that the PPP Consultation and the resultant PAC Report is that of the applicant’s and not a joint event between applicant and PCC. GVA was keen to avoid any possibility whereby PCC may be open to criticism by being involved in the review and sign off of consultation materials and reports. |   |
| 5.0 Next steps5.1 EDI/PCC/GVA to discuss format, timing and resource for additional PCC-led community focus discussion around Brunstane, its adjoining neighbourhoods and the incorporation of the Place Standard tool5.2 PCC to share suggested list of proposed attendees and focus groups for PCC-led event5.3 EDI/STR to update on website progress and how people can engage online5.4 EDI agreed to continue the dialogue with PCC to consider the most effective ways to contribute towards community engagement based on the ideas put forward by PCC. The ideas discussed include supporting place standard tool workshop /potential distribution of a leaflet for awareness raising.  | EDI/PCC/GVA to discussPCC to respond with recommendationsEDI/STR to updateEDI to respond |