



NOTICE OF MEETING: The 316th meeting of Portobello Community Council will be held on Monday, 24th February, 2014 at 7:30 pm in Portobello Baptist Church Hall, 185 Portobello High Street.

### 316th Meeting Agenda

1	Chair's welcome	7:30
2	Police report	7:35
3	Environmental update	7:45
4	Minutes of the previous meeting and Matters Arising	7:50
5	COEC Planning Concordat	7:55
6	Signs & Plaques	8:00
7	Consultation up-date	8:10
8	Richard Demarco	8:25
9	Dogs and the Beach	8:35
10	Cycling on the Prom	8:50
11	Amalgamation of Churches	9:05
12	Re-opening Portobello Station	9:10
11	Other reports	9:15
	a. Treasurer	
	b. Neighbourhood Partnership	
	c. Planning	
	d. Signs and plaques	
	e. Councillors	
12	AOB	9:25
13	Date of next meeting: Monday 31 <sup>st</sup> March 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](http://www.facebook.com/PortobelloCommunityCouncil)

e-mail: [portycc@porty.org.uk](mailto:portycc@porty.org.uk)



# PORTOBELLO COMMUNITY COUNCIL

## **DRAFT Minutes of the 315<sup>th</sup> meeting held on 27<sup>th</sup> January 2014.**

**Present:** Max Blinkhorn, Peter Bradley (Brighton and Rosefield Residents' Association), Mark Cameron, Brian Cosford, Emma Dempsey, Terry Dobson (Gilberstoun Residents' Association), Maria Devoy, Bob Jefferson, Lee Kindness, Geoff Lynn, David Medcalf, Ben McLeish, Thea McMillan, Marjorie Thomas (Joppa Tennis Courts), Sean Watters, Stephen Dishon (Towerbank Parent Council), Gillian Eunson, Eva Schonfeld (PEDAL), Clare Slifer.

**Apologies:** Saul Kenrick (Woodcraft), Cllr David Walker.

**In attendance:** Cllr Michael Bridgman, Cllr Maureen Child, Cameron Buchanan MSP, Insp Roddy Hardy (Police), Sgt John Young (Police), Mary Dunbar (COEC), Jane Milne (COEC), Hema Herkes (COEC), Graham Rowan (COEC), Terry Magill, Joanna Senew (Home Instead Senior Care), Margaret Munro (Signs & Plaques), Alison Robinson (Signs & Plaques) and members of the public.

### **315.1 Chair's Welcome**

Geoff Lynn welcomed everyone to the meeting. He highlighted a new competition awarding substantial funding to technology based initiatives to attract people back to UK high streets, with more information available at the following:

[https://www.innovateuk.org/competition-display-page/-/asset\\_publisher/RqEt2AKmEBhi/content/re-imagining-the-high-street](https://www.innovateuk.org/competition-display-page/-/asset_publisher/RqEt2AKmEBhi/content/re-imagining-the-high-street)

He also noted various possible sources of grant funding, for projects, organisations and individuals, with more information to be made available on the PCC web-site.

### **315.2 Police Report**

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

Stephen Dishon asked about ongoing involvement with local schools in the wake of the restructuring of the police service. It was confirmed that there was still an emphasis on community policing and the local beat constables, Graham Pears and Scott McLennan, would continue to engage with the local schools.

### **315.3 Environment Report**

Sean Watters went through the Environment Report (see appended).

### **315.4 Waste and Recycling presentation**

Hema Herkes gave a presentation on Waste and Recycling services in Edinburgh followed by questions. It was confirmed that mixed recycling collection was due to be introduced and that Edinburgh was on course to meet the target of 50% recycling by 2015 as food waste collection was rolled out more widely. It was also noted that compost was available to community groups and projects.

## **315.5 Celebrating Diversity Programme**

Mary Dunbar and Jane Milne outlined a pilot programme being run through Portobello Library and also involving ELREC (Edinburgh and Lothians Regional Equalities Council). The initial focus was on new Roma families in the area, providing various support, and a Scottish/Romanian evening was planned for 28<sup>th</sup> February in the Wash House. The programme hoped to expand and any thoughts and ideas on other initiatives, or particular groups to engage with would be very welcome.

## **315.6 Edinburgh Festival of Ireland**

Terry Magill gave a brief outline of the events planned for the Edinburgh Festival of Ireland, now in its fourth year. He highlighted the St Patrick's Portobello Promenade Pageant being held on the Prom, Sunday March 16<sup>th</sup> at 2pm, beginning at the Dalriada. More information could be found at the following:

<http://www.edinburghsfestivalofireland.org>

## **315.7 Making Portobello Dementia Friendly**

Joanna Senew outline a new pilot project aiming to make Portobello a more dementia friendly community. More information could be found at the following:

<http://www.homeinstead.co.uk/edinburgh/2779.do#>

## **315.8 Minutes of Previous Meeting and Matters Arising**

The minutes were agreed.

**315.8a** Fire Control Service (314.5b): A response had been received to the letter regarding the reduction in Fire Control centres. Cllr Bridgman also informed the meeting that the Edinburgh Control Centre was expected to be retained along with Glasgow and Dundee.

**315.8b** Treasurer (314.5c): There had been some difficulties changing details of the bank account, but the process was now complete.

**315.8c** Community Empowerment Bill (314.9): The consultation had been publicised on the PCC website and Facebook page.

**315.8d** Power supply to Prom events (314.10): Issue to be raised with COEC.

### **✿ Action: To raise the issue of power supply to public events with COEC.**

**315.8e** SESPLAN consultation (314.11c): a draft response had been circulated and submitted.

**315.8f** Signs & plaques (314.11d): The intention had been to discuss the Signs & Plaques sub-committee in more detail at the January meeting but given the busy agenda Sean Watters suggested there might not be time to discuss it properly. As two members of the sub-committee were in attendance, Margaret Munro and Alison Robinson, it was agreed to discuss the issue later in the meeting if time allowed.

**315.8g** Budget consultation information (314.11f): information had been placed in the library.

**315.8h** Newcraighall housing proposals (314.12b): information on the new proposals had been publicised.

**315.8i** Richard Demarco (314.12c): Sean Watters had contacted Richard Demarco but had been too busy to meet as yet and felt he would be too busy in the immediate future. Brian Cosford agreed to take the matter further.

### **✿ Action: Brian Cosford to arrange a meeting with Richard Demarco.**

**315.8i Data Protection (314.12e):** Sean Watters had provisionally registered PCC with the ICO as a Data Controller and Geoff Lynn had drafted a Data Protection Policy.

### **315.9 Consultation update**

Max Blinkhorn had produced a draft flyer with a view to displaying ones periodically, in various locations, to raise awareness of the community council and current issues. He asked for a few volunteers to help finalise the format.

Emma Dempsey reported that the first monthly session in Scotmid would take place the following Saturday, and thereafter would be on the 2<sup>nd</sup> Saturday of each month, 10am-12pm. The first occasion would be used to ask people in a very broad way about how they felt about Portobello and what they might like to see improved. More focused consultation could take place in the future but there was more thought required about just how to go about things and what protocols there might be. Jane Milne also offered to discuss the PCC area in the Library to see how it could be best used.

### **315.10 Edinburgh Festival event**

Max Blinkhorn was awaiting further information from the artist.

#### **✿ Action: Awaiting further information.**

### **315.11 Reports**

**315.11a Treasurer's Report:** Current balance stood at £2,602.91, although payments were pending for the ICO registration, rent for the hall, and liability insurance for Joppa Tennis Courts. Once those were processed the balance would be £2,374.26. .

**315.11b Neighbourhood Partnership:** An agenda setting meeting was due to be held 29<sup>th</sup> January, and the next full Neighbourhood Partnership meeting was 26<sup>th</sup> February.

**315.11c Planning:** No report.

**315.11d Signs & plaques:** Gillian Eunson and Claire Slifer had attended a recent meeting of the Signs & Plaques committee although it had not yet been decided quite how the ongoing relationship would best work. The valuable contribution of the Signs & Plaques committee was praised, in particular its expertise and hard work, but there were also technical requirements under the CC's constitution regarding how sub-committees operated that were in conflict with the existing arrangement. However, given the value of cooperation to date over items such as insurance, it was agreed to discuss the matter further with the Signs & Plaques Committee with a view to resolving the issue at the February meeting.

#### **✿ Action: Bob Jefferson/Gillian Eunson to meet with members of the Signs and Plaques Committee and the issue to be discussed at the next meeting.**

**315.11e Joppa Tennis Courts:** The AGM would be held on March 3<sup>rd</sup> in the Ormelie, and new members would be very welcome.

**315.11f Councillors:** Cllr Child gave information on "Tomorrow's People", a project aimed at helping 16-24 years olds into work. More information could be found at the following: [www.tomorrows-people.org.uk](http://www.tomorrows-people.org.uk)  
Cllr Bridgman gave more details on the changes to the Fire Control centres.

### **315.12 AOB**

a) Max Blinkhorn advised that, in the wake of the interest in the beached sperm whale, Amy Ferguson of the British Divers Marine Life Rescue organisation was arranging a public talk in the week beginning April 21<sup>st</sup> at the Wash House.

b) Terry Dobson noted that there was a study of traffic and pedestrian safety being undertaken at the Brunstane Road South/Milton Road junction.

c) It was noted that the new housing proposals approved for Newcraighall were for 270 units, a significantly higher density than previously planned for.

d) Stephen Dishon noted that Towerbank Parent Council were once again looking at traffic issues around the school as there were some concerns. On a positive note the school celebrated its 130 year in 2014 and events to mark this were being planned, including the official opening of the extension.

### **314.13 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 24<sup>th</sup> February 2014 (316)

Subsequent dates are: 31<sup>st</sup> March 2014 (317)

28<sup>th</sup> April 2014 (318)

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

Portobello Community Council on Facebook: [www.facebook.com/PortobelloCommunityCouncil](http://www.facebook.com/PortobelloCommunityCouncil)

Contact Portobello Community Council at: [portycc.@porty.org.uk](mailto:portycc.@porty.org.uk)

NAJ/IP/MC/jl

6 December 2013

Dear Community Council

### **The Edinburgh Planning Concordat 2013**

On 7 August 2013, the Planning Committee of the City of Edinburgh Council approved the [Edinburgh Planning Concordat 2013](#). This is a tripartite agreement produced as a result of extensive discussions with the Edinburgh Chamber of Commerce and the Edinburgh Association of Community Councils. It promotes a collaborative approach to major developments in our City with increased consultation and engagement at the heart of it.

Importantly, the Concordat gives a commitment to provide assistance to community councils to seek the wider community's views. I am now in a position to update you on this.

#### Sign up to the New Concordat

You may remember that last May we consulted you on the draft Concordat and the feedback from that was very useful in putting the final document together. **We are now asking you if you would like to formally sign up to the new Concordat.** A copy is attached. This is completely optional and you are under no obligation to do so. However, signing up gives a public commitment to working constructively with developers just as the Edinburgh Chamber of Commerce and our planners have given such a commitment to fully consult and engage with you. This does not mean you have to accept development in your area but engage at all stages. You will still be eligible for grant assistance even if you do not sign.

If you would like to formally sign up, there are two ways of doing so:-

1. Email [Jo-Anne.laidlaw@edinburgh.gov.uk](mailto:Jo-Anne.laidlaw@edinburgh.gov.uk) confirming your agreement to sign up to the Concordat.
2. Sign the attached form and return to Jo-Anne Laidlaw at

Waverley Court, 4 East Market Street  
EDINBURGH EH8 8BG

### Planning Concordat Engagement Fund

On 24 September 2013, the Communities and Neighbourhoods Committee formally agreed the operation of the new fund to help community councils fully engage with their communities at the pre-application stage on major planning applications. This is in line with the Edinburgh Planning Concordat and we have decided to call it the Planning Concordat Engagement Fund. The money will come from the Planning budget but as with any fund, the Council must make sure any monies are properly agreed and mechanisms are in place for auditing. The scheme will be administered by the Neighbourhood Teams to ensure such processes are robust.

We are now ready to implement the operation of the fund and I have attached criteria, guidance and application forms for your use. The new fund recognises the importance of community councils in shaping how new development affects their area and gathering the wider community's views is part of this process.

### New Community Councils – Planning Spokespersons

If you have a new planning spokesperson, please inform Jo-Anne Laidlaw at [Jo-Anne.laidlaw@edinburgh.gov.uk](mailto:Jo-Anne.laidlaw@edinburgh.gov.uk) so we can update our database.

We look forward to receiving your agreement but if you would like to discuss any aspect of it, please contact me on 0131 529 3916 or email me at [nancy.jamieson@edinburgh.gov.uk](mailto:nancy.jamieson@edinburgh.gov.uk)

Yours faithfully

*Maureen M. Child*

Maureen Child  
Convener  
Communities and Neighbourhoods Committee



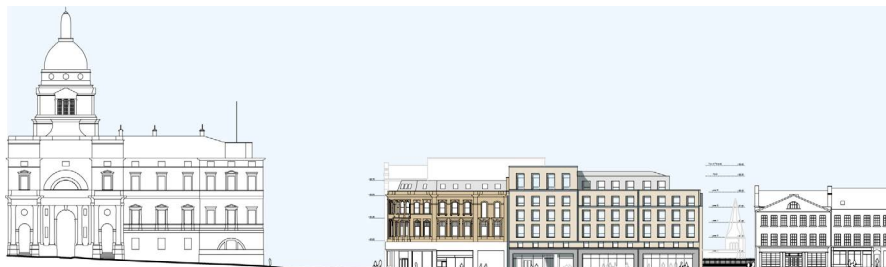
Ian Perry  
Convener  
Planning Committee

Enc:  
Response form  
Edinburgh Planning Concordat  
Application forms and guidance



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

◆ EDINBURGH ◆  
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.

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:
<ul style="list-style-type: none"> <li>• Highlight development site opportunities and engage in early dialogue with land owners, developers and the community on development plans and supplementary guidance.</li> <li>• Identify where masterplans would be required for major development sites.</li> <li>• Consider ways of keeping communities informed at an early stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in emerging development plans and supplementary guidance</li> <li>• Prepare masterplans if required for major development sites.</li> <li>• Engage with communities early on sites they propose to develop.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in emerging development plans and supplementary guidance.</li> <li>• Consult within its limited resources with the wider community in responding to consultations on the above.</li> </ul>
Planning Application / Development Management:	Planning Application / Development Management:	Planning Application / Development Management:
<ul style="list-style-type: none"> <li>• Respond positively to meeting requests by developers and agree to appropriate officers' attendance based on the nature of the proposals.</li> <li>• Provide reasonable time with lead officers to guide expectations, scope key issues, coordinate consultees and maintain regular dialogue on progress and team issues.</li> <li>• Where appropriate, convene early meetings with key agencies / consultees to scope information requirements.</li> <li>• Draft a processing agreement using standard template.</li> <li>• Provide guidance on pre-application consultation and encourage the developer to engage early with the local community council.</li> <li>• Provide the community council with resources for wider engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange and attend a "First Signals" inception meeting giving sufficient detail to senior officers to enable preparation for the meeting.</li> <li>• Present first options and outline information to enable scope of proposals to be understood.</li> <li>• Supply project information and agree to a processing agreement.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss and agree to meeting requests from the developer and assist with a plan for pre-application consultation.</li> <li>• 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.</li> <li>• Advise the developer in arranging public meetings/exhibitions, where required.</li> </ul>

- 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:
<ul style="list-style-type: none"> <li>• Offer a meeting to community councils to discuss the submitted application – content and timescales.</li>   <li>• 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.</li>   <li>• Agree to provide a final response which verifies the package, within 4 working days.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li>   <li>• 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.</li>   <li>• Ensure that the application is submitted on the agreed date in the processing agreement and that all agreed information is present.</li>   <li>• 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.</li>   <li>• Be prepared to provide hard copies of key information to assist community councils in consulting with their communities.</li> </ul>	



## DURING THE PROCESSING OF THE APPLICATION

<b>The Planning Authority will:</b>	<b>Developers will:</b>	<b>Community councils will:</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Automatically consult community councils on major applications and negotiate extra time with community councils if they need it.</li> <li>• Ensure consultation responses are viewable on the Planning Portal, as appropriate.</li> <li>• Pursue consultations which are not received within the statutory period.</li> <li>• Attend application progress meetings as set out in the processing agreement. Arrange briefing sessions for CCs and members as appropriate.</li> <li>• Revisit the processing agreement at 21 days in, to refresh dates and tasks and agree amendments.</li> <li>• 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.</li> <li>• Agree reasonable final dates for consultee responses and correspond with the lead official at the relevant agency if this deadline is over-run.</li> <li>• Agree the heads of terms for conditional provisions and refresh terms / agree on appropriate device for agreement (conditions, S69 or S75 etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Provide updates to the case officer as set out in the processing agreement on progress with any requests for additional information/changes.</li> <li>• Assist the community council with any information requests including sets of drawings/ EIA CD.</li> <li>• Provide any further information requested within the agreed period.</li> <li>• Attend application progress meetings as set out in the processing agreement.</li> <li>• Revisit the processing agreement at 21 days in, to refresh dates and tasks and agree amendments.</li> <li>• Agree the heads of terms for conditions and refresh terms / agree on appropriate device for agreement (conditions, S69 or S75 etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Sign up for email alerts and committee papers to receive automatic updates.</li> <li>• Ensure within its limited resources that the wider community view is sought as part of the community council's response to the application.</li> <li>• Attend briefing sessions on progress of the application if requested.</li> <li>• 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.</li> </ul>



## DURING THE PROCESSING OF THE APPLICATION

<b>The Planning Authority will:</b>	<b>Developers will:</b>	<b>Community councils will:</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• Make professional staff available for attendance at the site visit.</li> </ul>	<ul style="list-style-type: none"> <li>• Make members available for attendance at the site visit if desired.</li> </ul>

## THE COMMITTEE MEETING

<b>The Planning Authority will:</b>	<b>Developers will:</b>	<b>Community councils will:</b>
<ul style="list-style-type: none"> <li>• Make procedural and timetable information available through committee services for hearings</li>   <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Make a team available to attend the hearing and present to committee members and prepare appropriate graphic, 3D etc material for hearings</li>   <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Represent within limited resources the community at the hearing.</li> </ul>

## AFTER THE DECISION

<b>The Planning Authority will:</b>	<b>Developers will:</b>	<b>Community councils will:</b>
<ul style="list-style-type: none"> <li>• 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</li>   <li>• Discuss any reasons for refusal and how any subsequent actions can be taken forward.</li>   <li>• Undertake conditions monitoring and review legal agreement as required</li>   <li>• Keep the community council informed on any variations to the approved scheme</li>   <li>• Monitor the effectiveness of community engagement</li>   <li>• Monitor and discharge conditions and legal agreements and keep the portal up-to-date with this information.</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li>   <li>• Post application –Arrange for the early conclusion of the legal agreement and arrange for the discharge of conditions.</li>   <li>• Complete survey requests on the community engagement exercise and the application process.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete survey requests on the community engagement exercise so that the planning authority can monitor the success of the process</li> </ul>

## **PCC Sub-Committee for Signs and Plaques - History**

PCC April 1994 – Agreed to form a sub-committee which included Nick Stroud and Celia Butterworth re information plaques & signposts.

PCC Nov. 1994 – Sub-committee & PAS representative met with LEEL (Lothian and Edinburgh Enterprise, defunct) re funding, led to grant of £6000 to PCC/PAS towards six interpretation boards on the Promenade.

PCC Aug. 1998 – “as we pay the insurance costs, it was agreed the CC will assume responsibility for all the boards”.

1994 – 2013 : various PCC and PAS members joined and left Sub-committee and others co-opted or attended for their help and expertise – Cllrs Lawrence Marshall and Maureen Child, Shand Hutchison, Robert Gatliff, Richard Barclay CEC City Development.

Current Sub-committee = Celia Butterworth (PAS), John Stewart (PAS), Margaret Munro (co-opted, former History Soc. Rep. on PCC), Nick Stroud, Alison Robinson (co-opted potter who made replacement top of a Coade Stone pillar and has considerable technical expertise).

## **PCC Signs and Plaques Sub-committee – Projects**

All projects joint with Portobello Amenity Society. Projects were funded by grants to PCC and PAS, separately or jointly.

PCC responsible for and insures 10 Interpretation boards = 7 on Promenade, one in Harry Lauder garden, one in John Street Community Garden, one at Gilberstoun. Insurance and repairs are shared 50/50 with PAS.

PCC responsible for 11 building plaques, not insured.

PCC responsible for three illustrated maps at Bowling Centre, Town Hall and Joppa Pumping Station respectively, not insured, replaceable. CEC owns and is responsible for structures containing PCC maps.

Boards are cleaned and small repairs done by members of the Sub-committee.

On-going project - composition of a series of walks around Portobello by Nick Stroud, to be placed on Internet.

Projects completed in part co-operation with CEC who are responsible for items :

1. Three Coade Stone pillars in John Street Community Garden, funded largely by National Lottery grant of £49,400 to PCC/PAS with significant CEC contribution.
2. “Welcome to Portobello” road signs at Southfield Place, King’s Road end of High Street and Scott’s garage/Joppa, funded by CEC.



## Introduction

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The core purpose of Portobello Community Council is: *“to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”*<sup>1</sup>.

To help achieve this it will often be beneficial to set up working groups, or committees, dedicated to a specific task.

This document sets out guidelines for the operation of committees of Portobello Community Council. It is based on City of Edinburgh Council’s *Scheme for Community Councils* (CEC), our *Constitution* (C) and *Standing Orders* (SO). The abbreviations will be used to refer to the relevant part of these documents like

**THIS**

## Guidelines

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1. **C10, S08** Portobello Community Council can create committees of the community council and will determine their composition, terms of reference, duration, duties and powers. These should be detailed in the meeting minutes.
  - a. The duration of a committee will not exceed the life of the community council – specifically after the election of a new community council it should restate the composition, terms of reference, duration, duties and powers of committees it wishes to continue.
2. **C10** Portobello Community Council can appoint representatives to committees of the community council.
  - a. **CEC4, CEC5** Members of the public can be appointed to committees by enlisting them as associate members of the community council. Associate members<sup>2</sup> help to broaden both representation and expertise of the committee by involving people with specialist skills or knowledge.
3. Each committee will be led by a Chair who is responsible for reporting on the activities of the committee to the community council. The Chair will be a community council member (elected, nominated or co-opted).
4. **C8** Where required, the right to vote at a meeting of a committee shall be held by all community council members only (elected, nominated and co-opted; but **not** associate or ex-officio members).
5. All meetings of committees shall be:
  - a. **C12A** Open to members of the public, **C11H** unless a private committee meeting has been previously agreed by majority vote by the community council. **C11G** The decision to hold a private meeting must be appropriate and balance the requirement to be responsive to the community (i.e. exceptional circumstances only).
  - b. **C12B** Advertised publically in advance of the meeting date, **C11H** including private meetings
6. **C11C** Minutes of committee meetings shall be approved at the next meeting of the community council and should be circulated at least seven days before the date of the meeting, to all community council members and interested parties.

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<sup>1</sup> [part IV of the Local Government \(Scotland\) Act 1973](#)

<sup>2</sup> Also referred to as “associate representatives” in the *Scheme*



## Consultation and Engagement Committee

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### 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

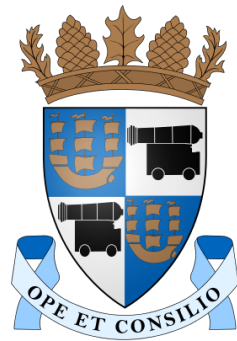
For the life of the current Community Council, meeting at least twice annually

### 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 suggestions, Facebook likes, Twitter followers, Email list subscribers



## **PCC Community Consultation**

**1<sup>st</sup> February 2014, Scotmid, Portobello.**

Portobello Community Council hosted a consultation exercise at Scotmid, Portobello on Saturday 1<sup>st</sup> of February 2014. The consultation ran from 10:30 am until 12:30pm, traditionally a busy time in the store when local people do their shopping. During the two hours over 100 local residents were consulted.

The vast majority of participants lived in the area, while four people had travelled from elsewhere (three from Leith and one from further afield).

The aim of the morning was to gain some insight into what people valued about living in the PCC area and what would they hope to change or improve if they could.

People entering the store were asked to think about two things they liked about living in the Portobello area and what two things they would change or improve. Answers were collected on post it notes and later arranged into themes.

A fairly even spread of men and women were engaged and provided responses. A variety of ages took part in the consultation, from a small number (7) of young children to adults aged over 65 (approx. 20).

When asked what they liked about living in the area four main themes participants identified were:

### Community Spirit

Almost everyone who took part spoke about the community spirit that they believe to be present in Portobello. This included friendly and supportive neighbours and social groups, a diverse population, and a feeling of “being in the country” or a “small village”. Portobello residents liked the fact that the community seemed interested in local issues and were passionate / enthusiastic about where they lived, with a number of local initiatives.

### Parks / Prom and Open Spaces

People recognised that the PCC area has plenty of outdoor spaces that on the whole are well looked after and provide great assets for the local community. Parks were mentioned as well as the Promenade and other open spaces. People stated that they enjoy using these areas all year round.

### Location

Respondents spoke about the pleasure of coastal living and the proximity to the sea. They liked that Portobello was near enough to the city for an easy visit, for example to leisure and cultural opportunities (e.g. the Theatre), or

active travel but also close enough to East Lothian to “get away” in a short time.

#### Local Shops / High Street

Having a local high street / town centre and market were mentioned frequently, as people appreciated being able to shop locally and not having to go elsewhere. Alongside this local services (leisure centre, pools) and local primary schools were also mentioned, as well as “lots to do with children” generally.

It was noted that in general people were very positive about living in the PCC area and were glad to engage with the consultation. As part of the research local residents were then asked to think about what could be changed to improve living in the area.

Again four main themes were identified, as follows:

#### Outdoors

Local residents would like to see tidier streets in general. This includes less dog mess and less litter.

Alongside this people would like to see improvements in what is available outdoors. For example more to do at the beach / Promenade area, including more shops/ cafes etc. More infrastructure to encourage activity and play for all ages and specifically teenagers. The need for environmental improvements such as planting and better street lighting were also mentioned, as was an upgrade to the park in front of Towerbank (locally known as the Fish Park) and improved public toilets. One person complained about begging.

#### Traffic

Many people spoke about traffic problems in the area. This included slow moving traffic at peak times and generally too much traffic on Portobello High Street. Specific reference was made to Brighton Place as being particularly busy (and the cobbles being an issue for both noise and cyclists) and also there was support for a pedestrian crossing at Abercorn Terrace by St Philips Church. Better parking was also suggested as something that would improve the area.

Some commented that Portobello was not pedestrian friendly enough and not cycle friendly. Suggestions included a cycle lane on the Prom and a Portobello cycle map. Others wanted to see the train station re-opened and a bus service from the Christians to the High Street.

#### High School

The need for a new High School for Portobello was also raised with some supporting it to be built on Portobello Park and some saying that it should not be built there and the park should be left as it is. Others stated that they



believed the community had become split over this issue and it would be good to see this improved.

#### Local Shops

It was recognised that although Portobello has its own high street, which is a positive thing, the shops could be improved. Many mentioned the demise of Woodwares as a loss to the community and the fact there are less specialist shops than there were before. Respondents claimed that there are too many charity shops in the area and too many empty shops. Some suggested doing more with the empty shops e.g. low rental for community use etc.

A Portobello music festival and Portobello beer festival were also mentioned as things that people would like to see happen.

Three people said they wanted no change to how Portobello is currently.

11 February 2014

Dear Portobello Community Council,

I hope this letter finds you all well.

As a resident in Portobello I have watching closely the discussions surrounding the issue of dogs on Portobello Beach. As a mother to two children (nursery and P1) we spend a lot of time on the beach in all seasons and all weathers.

I raise this issue continuing on from the discussion and debates which took place last year on Porty Forum ( [REDACTED] ), in Edinburgh Evening News (front pages and letters pages) and on BBC radio with Kaye Adams (I think Maureen Child was interviewed I was asked by the BBC but got the email too late) and following on from the vote that was taken by Porty Online although it was under Dog Fouling it included views on dog access on the beach.

I raise the issue based on the following experiences over the past 12 months from January 2013 where dogs have been OFF their lead and not controlled.

- 1) My two children and I were surrounded on the Promenade near the then Indoor Bowling Centre by 4 huge dogs, all OFF lead, when the owner saw my children were extremely afraid and crying – she didn't pull them away but simply said "oh its ok they wont hurt you they're really friendly"
- 2) Childs Mini Micro Scooter on the prom was urinated on by a dog – OFF lead – 2 young owners didn't apologise but laughed
- 3) Near the public toilets (west end of Promenade) 2 dogs OFF lead came sniffing around my 2 children. Youngest child was in the buggy – and 1 dog jumped up onto the buggy. Both children were hysterical – I was really upset. Dog owner simply pulled dogs away – and walked off. It took us about 20 minutes to recover
- 4) Sunday 21 April 2013. I was on the Promenade; my husband was at the shoreline standing 1 metre away from both children. A dog OFF lead came bounding across the beach. Approached my children, jumped around, eldest child was terrified and ran into the water, dog pursued her, she fell in the water and was completely submerged, my husband went into the water to get her out but then the dog started jumping around my youngest child – my husband was in a horrible situation of trying to protect both children one of whom is underwater. The dog owner was about 40 metres away, he came running over, he was very apologetic and visibly shaken himself but my daughter was completely soaked to the skin and freezing. It was a terrible experience for us all. The afternoon was ruined and though we had planned to walk on the beach we just had to go home.
- 5) I have sat at the Beach House on the steps beside the ramp that leads onto the sand with my handbag right beside me (incidentally talking about dogs on the beach to other Portobello residents) when a dog OFF lead came along and lifted its leg on my handbag and almost urinated on my handbag fortunately I managed to chase off. The owner was 5 metres in front of the dog; he didn't see a thing and was oblivious.
- 6) Have been on the Promenade and seen a dog defecate right in front of me – the owner again 10 metres ahead – didn't see a thing – I shouted to him to come back and pick up his dogs faeces which he did.
- 7) I've been in the park at the bottom of Marlborough Street while a dog owner comes in with a dog OFF the lead, let the dog just roam around the children, eventually the dog went into the bushes (where my children also like to play) it was in there for some 10 minutes, dog then came running back to the owner and off they went. I suspect the dog must have been fouling. The owner stood at the gate – never went near the bushes if the dog did foul it was never picked up. I have seen the same man there several times but I would be afraid to approach this particular man.
- 8) Walking to Toddler Hut summer 2013 to collect my youngest child as I passed Crumbs of Portobello (Coffee/Crepe van) I was surrounded by 12 dogs – racing type dogs coming off the beach with 2 owners not 1 dog was ON a lead. It was a swarm in fact much like a farmer moving sheep down a country lane – the Promenade was completely impassable – it was quite astonishing to see.
- 9) Numerous occasions I have sat on the beach on sunny days with my children having a picnic but pestered by dogs OFF lead, I've had to lay the scooter down to stop dogs lifting their legs against it and pack food away to avoid dogs sniffing about us.
- 10) On numerous occasions I have seen 1 person to 5 or 6 dogs on all different parts of the Promenade. Dogs completely out of control – on those occasions we simply don't go on the beach but just go home.
- 11) This week while passing the Espy with my children there was a dog – a dangerous type of breed with a muzzle on – baring its teeth at us. It was horrible and I got a fright – even though it had a muzzle on it was horrible. The owners – 2 women saw us jolt in fear – one of the women started laughing at us and walked away, very bizarre behaviour.
- 12) On the issue of dog fouling – January 2013 - 5 days out of 7 days (1 week) my children's shoes, my shoes, buggy were covered in dog faeces – 4 of those days it was from being on the beach. 5 days I cleaned dog faeces off our shoes and buggy – really unpleasant.

I would say 75% of dog owners I see are responsible. Many dog owners and professional dog walkers take their dogs to the Seafield end of the beach I guess they feel there are less people and I see lots of dog owners on the Promenade and the main sections of the beach with these extendable leads and when they are near people and children they shorten the lead to control the dog and limit its movement and I really appreciate their consideration. The other 25% let their dog OFF the lead the minute they reach the Promenade. The owner is often many metres away from the dog, sometimes 40 – 50

metres, the dog runs free and the owners just don't give a damn. I think some 15% of these owners are the ones who allow their dogs defecate or conveniently walk metres ahead that that pretend they didn't see it.

The problem is that the beach is a magnet for dogs and dog walkers. There are a higher proportion of dogs on the beach than on pavements and in surrounding parks. The second problem is there is NO choice if you don't want to engage with dogs. I feel residents and children who live in Portobello and visitors to Portobello should have a choice. I don't want dogs jumping up on my clothes with dirty paws, I don't want dogs dripping saliva on my children nor do I want dogs sniffing me and my children but I can't escape because there are so many dogs OFF their lead and roaming freely around. I don't hate dogs I just don't really want to engage with them every day.

I would argue that children should be allowed the space to safely potter around and play at the shore line themselves. I don't want to stand 1 metre away from my children all the time – I want to give them space themselves on the beach to wander and find shells etc but right now I can't.

As the Edinburgh's most popular beach where last summer there must have been tens of thousands of visitors – I heard all languages in Portobello – it was real global village but after having talked to Australians and Americans about their countries control of dogs (dog designated parks in California and bans on dogs on some beaches in Australia) I do think we are quite honestly a bit backward here. Far too tolerant where dogs enjoyment is placed higher than the safety and comfort of humans.

I would like to ask Portobello Community Council to discuss this issue with a view of making bold and progressive changes that would make Portobello Beach feel safer and more pleasant for families and children.

My proposal would be as follows:

Please not it not about banning dogs from the beach but is about areas where dogs are ON and OFF leads.

**West End of Beach**

Dogs have full access and can be **OFF leads** from Seafield to the breaker at the building site (where Fun City amusements were demolished) before the Public Toilets

**East End of Beach**

Furthest section at Joppa end dogs **OFF leads**

**Middle Sections of Beach**

The middle sections of the sandy beach dogs allowed but they must be **ON leads**

**Entire Length of Promenade Pavement**

Full length dogs **ON leads**

I would further propose and suggest

- This is NOT seasonal but year long
- Position clear sign posting at the bottom of all streets leading onto the Promenade
- Signs should friendly "Your dog is welcome in this section and can be OFF it lead" as well as "Your dog is welcome on this section of beach but must be ON its lead at all times"
- I would imagine any change to the status quo would quickly come to the attention of the Evening News et al so plenty publicity would follow

Implementation of the above would make a huge difference to us as a family. I see dog walkers strolling relaxed and carefree along the beach – I wish I could feel the same! but I don't I'm always cautious.

Every week in the UK there is a story of a child either being mauled or badly bitten and scarred by a dog. Of course many incidents take place in the home and are often the family pet dog – but incidents still occur outside the home in public places and children are bitten by random dogs they don't know. Given the high number of dogs OFF their lead on Portobello Beach and the high number of young children it's simply a matter of time before there is a serious incident. That's not something I want to happen to any child and not the story I want to see on the front page of the Evening News and it will be really unfortunate that we all knew the risks and parents raised the issue but nothing was done.

I look forward to hearing the discussion

Yours sincerely

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## Reopening of Portobello station

(notes from Lawrence Marshall)

The junction where the line to Newcraighall leaves the east coast main line is known as Portobello junction and is currently, due to its layout, restricted to 15 mph.

Because of this, trains are faced by a red signal on the approach to this when heading from Waverley - with the signal not clearing to a proceed aspect until the train has come to a virtual standstill.

The junction is also single track. That's why it takes 6 minutes to get to Musselburgh (it can actually be done in less than 5) but 8 minutes to get the shorter distance to Brunstane.

With the extension of the Newcraighall service to the Borders and the probable opening of an electric depot at Millerhill to service the new trains on the Edinburgh-Glasgow line, there is a need to upgrade this junction. Although no monies have yet been allocated to this, it is likely to happen in the next few years.

We therefore have to make sure that the re-modelling of this junction allows for a station to be re-opened at Portobello (around 5 minutes by rail from Waverley) which can be served both by local east coast main line trains (N.Berwick and Dunbar services) and those to the Borders. We should not accept a track layout which would preclude this.

Can I suggest that the community council formally writes to Kenny MacAskill to request a meeting regarding the re-opening of Portobello station? Only by engaging with the relevant authorities can we hope to get our station back (as others in East Lothian have recently shown re. East Linton and Reston stations which are now "priced options" required to be submitted by those bidding for the new ScotRail franchise).

This meeting will hopefully help kickstart this long process. We don't need to talk about the junction, etc. in the letter to Kenny - it just needs to say that we'd like to meet to discuss the station re-opening.

It may be that we would also need to consider a sub-committee of interested members of the community council to take this forward in the coming months and years.

**Treasurer's report for the 24<sup>th</sup> February 2014  
Portobello Community Council Meeting**

<b>Balance in bank @ 24 January 2014</b>	<b>£2602.91</b>
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<b>Income from 24 January 2014 to 20 February 2014</b>	
Joppa Tennis Liability Insurance	£169.60

<b>Expenditure from 24 January 2014 to 20 February 2014</b>	
Information Commissioner	£35.00
Rent (Baptist Church Hall)	£90.00
November 2013 Christmas Social	£74.40
Replacement cheque for May 2012 AGM expenses	£29.25*
Joppa Tennis Liability Insurance	£169.60
Pop-up Portobello C.C. banner	£68.69
Consultation Supplies	£28.95*
Web domain transfers	£23.99*
<b>Total</b>	<b>£519.88</b>

\* not cleared account as at 20/2/14

<b>Balance after above cheques have cleared account</b>	<b>£2252.63</b>
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Current balance as at 20/2/14 = £2334.82

**Forthcoming known expenditure in next 4 weeks**

None