
Caldwell House Consultation Strategy

Because of Covid-19 lockdown, Scottish Government has now issued guidance to allow on-line community consultation events to replace public events on an interim basis – *Covid 19 Emergency and Pre-Application Consultation and Requirements for a Public Event*.

These set out the Government's expectations on compliance with the *Town and Country Planning (Miscellaneous Temporary Modifications) (Coronavirus) (Scotland) Regulations 2020*.

The following sets out the consultation strategy for complying with these interim Regulations based on two public events. These public consultation events will be held on **Thursday 25 June** and **Thursday 27 August**.

Communication Strategy

The Proposal of Application Notice (PAN) will be issued to the Council and copied to the local Community Council, the local MP, the local MSP, plus the ward councillors. This will be done electronically as far as possible.

Advertisements for the on-line events will be prepared and issued by Geddes, meeting the requirements set out by the Regulations. Any advertisement must be published at least 7 days in advance of the start date of the Exhibition. However, contact will be made with the local authority and relevant Community Council prior to the submission of the PAN.

Geddes will contact the Community Council to clarify if they wish to be sent copies of the consultation materials in a format suitable for distribution via email, or to discuss or clarify any specific matters relating to the project.

A two stage communication strategy with the public is proposed.

In addition to the information presented at these consultation events, the project website for Caldwell House will confirm the pre-consultation steps and explain the engagement process and the time periods for responses. We anticipate that this to be hosted on the Geddes website. It will always identify the location of the development site. To comply with General Data Protection Regulations (GDPR), no public information will be shared with third parties. This disclaimer will be included on the consultation materials.

On-Line Consultation Events – requirements

Exhibition material will be prepared for each of the two events. Each exhibition board will include text boxes to explain what is being presented and the exhibition will be presenting a themed set of messages.

This exhibition will be uploaded onto the Geddes website with a chat room hosted for a four hour period (4:00pm to 8:00pm), during which time answers will be provided to any questions raised. This exceeds the minimum period set out in Scottish Government's guidance of 2-3 hours.

Responses to all questions raised in the live chat room will be provided. It is also a requirement to respond to questions asked subsequently, and this will be for a period of 10 days from the closure of the chat room. This again exceeds the guidance which requires period of not less than seven days to submit questions or views electronically.

The information on the website will be available to download by the public and will be available online for at least a month.

An online Feedback Questionnaire will be available to download and be completed by a member of the public. This will require to be returned to Geddes Consulting within 21 days from the date of the online consultation event. The guidance requires at least 21 days from the placing of the newspaper notice.

In total, each public consultation event will last 28 days from placing of newspaper notice to allow a member of public to provide feedback.

All feedback questionnaires will be analysed by Geddes and an Issues Log prepared. This will be circulated to the Project Team to clarify what comments can be taken on board, adjusting the proposal accordingly or explaining any constraints.

The Issues Log and any responses or feedback made will form part of the Pre-Application Consultation Report.

The aims of the two stage public consultation strategy are as follows:

Stage 1 – Highlight intentions and development concept

This first public event is intended to communicate messages about the overall approach being taken by the client and project team, especially with regard to the development intentions for the site.

It will focus on the development concept rather than the details of the proposal, explaining the retirement village and its components. It will highlight the initial findings from the ongoing site appraisal process, identifying opportunities and constraints along with any baseline survey findings. It will highlight potential areas intended to be safeguarded from future development.

It will explain the concept of enabling development and the potential scale required to help fund the ball-park costs to restore Caldwell House, the Former Keeper's House, and the wider estate and its landscape.

It will highlight the list of benefits that development will bring for the surrounding neighbours and the wider community.

It will set out the way forward, explaining the project team's programme and an awareness of the next public event.

Stage 2 – Highlight proposal, its impacts and the mitigation proposed

The focus of this second public event is about explaining the details of the emerging proposal and the design principles adopted.

The restoration of Caldwell House, the Former Keeper's House, and the wider estate will be presented. This should include 3D images and visualisations.

The Exhibition will explain the choice of areas for the scale of enabling development required. It will explain the potential impacts of the proposal on the local environment and highlight the mitigation measures embedded in the overall restoration of the estate and the layout of the enabling development proposals.

It will explain the parameters of the cost of restoring the listed buildings and the estate and explain how the surplus from the enabling development will fund the budget costs to restore Caldwell House, the Former Keeper's House, and the wider estate.

It will highlight the actual list of benefits that development will bring for the surrounding neighbours, the wider community and the local environment.

It will explain the next steps in the planning process and that members of the public can make representations when the applications are lodged.

All of the feedback will be recorded as Issues Log for both events and the community consultation process submitted as a Pre-Application Consultation (PAC) Report.