



1. Project Submission

1.1. Project proposals can only be made by:-

- Community council
- Registered Tenants Organisation
- Residents Association
- Other constituted group eg Friends of Park
- Local elected member

1.2. Only constituted groups which meet CEC funding criteria will be considered.

1.3. In the event of insufficient project proposals being received council officers may submit proposals to the sub group for consideration.

1.4. A project proposal form (Appendix 1) should be completed by the proposer for each project.

In order to be considered for next stage, projects must meet the following NEP criteria:

The project must be on land or assets held by Services for Communities (SfC), including common areas such as bin store areas, stair entrances, drying greens or public realm land assets held on an SfC account i.e. garage areas, grassed areas, roads, footpaths and other open spaces

If this is met, the project will move to the next stage.

2. Project Prioritisation

2.1. If a project meets the agreed criteria, it will proceed to 2 stage prioritization stage.

2.1.1. Stage 1

- All eligible projects will be scored by the sub group, using an agreed score card (App. 2).

2.1.2 Stage 2

- Council officers will provide ballpark estimates for each project in order to compare costs against available budget
- In the event of there being insufficient budget to proceed with every proposed project priority will be given to the project with the highest score, then 2nd highest, and so on.
- Each meeting of the sub group will decide whether to proceed to the consultation stage on a project by project basis

2.2. Council officers will prepare a formal project summary, for all projects reaching this stage, which will include the following information:

- Location plan
- Cost-benefit analysis
- Consultation taken place or required (using following process)

3. Consultation

3.1. Each project will be assessed on the level of consultation which has already taken place.

3.2. If required, proposals costing more than £20,000 will be subject to formal consultation process, unless this group is satisfied that there is evidence that adequate consultation has taken place within previous 12 months. Formal consultation may include:

- a letter to residents in the immediate vicinity of the proposed project for comments. A pre-paid return envelope will be included, plus named person(s) to contact in CEC / Community Council.
- opportunities to respond online through website (www.edinburghnp.org.uk) or in local publications.
- opportunities to respond through Community Council meetings.
- door-knocking by council staff or community council members to maximize return of proformas, if required
- views will be collated and reported back to the next sub group meeting

3.3. If required, proposals costing less than £20,000 will be subject to an informal consultation process, unless this group is satisfied that there is evidence that adequate consultation has taken place within previous 12 months. Formal consultation may include:

- opportunities to respond online through website (www.edinburghnp.org.uk) or in local publications.
- opportunities to respond through Community Council meetings.
- views will be collated and reported back to the next sub group meeting

3.4. The sub group will then decide whether to recommend that the project proceeds to the next Inverleith NP public meeting

3.5. The INP board will decide at the public meeting whether to proceed with the project

3.6. Appendix 3 contains worked examples of consultation returns

NEP Suggestion Form

Name of person proposing this project		Address	
Telephone		Email	
Organisation (If applicable)			
Project suggestion (guidance to be included)			
Location			
Which category best fits the project?			
<input type="checkbox"/> Vandalism <input type="checkbox"/> Graffiti <input type="checkbox"/> Crime <input type="checkbox"/> Recreation <input type="checkbox"/> Refuse collection / disposal <input type="checkbox"/> Lighting <input type="checkbox"/> Health & Safety <input type="checkbox"/> Traffic calming <input type="checkbox"/> Visual Improvements		<input type="checkbox"/> Street / Estate cleansing <input type="checkbox"/> Parking <input type="checkbox"/> Grounds Maintenance <input type="checkbox"/> Youth Diversion <input type="checkbox"/> Estate / Block / Property Security <input type="checkbox"/> Signage <input type="checkbox"/> Street / Estate Furniture <input type="checkbox"/> Commercial Facilities <input type="checkbox"/> Physical Improvements	
What is the desired project outcome?			
Has this suggestion been made before?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes			
To whom		What was the outcome and why?	
Are there any plans / drawings / quotes? (Please attach)			
<input type="checkbox"/> Plans / Drawings <input type="checkbox"/> Quotes		<input type="checkbox"/> Estimated costings	
Has there been community consultation, and/or does the proposal have the support of the appropriate Community Council? (please submit evidence such as letter of support)			
Date			

CRITERIA FOR SCORING NEIGHBOURHOOD ENVIRONMENTAL PROJECTS

Stage 1		
1. IS THIS PROJECT ON Sfc LAND HOLDING?	<input type="checkbox"/> Yes <input type="checkbox"/> No	10 0
2. DOES THE PROJECT SUBSTANTIALLY LENGTHEN THE USEFUL LIFE OF THE ASSET, AND HAVE A REASONABLE LIFESPAN? Will the project be affected by development or regeneration activity? For instance soft landscaping that is relatively minor in terms of cost and scale may be justified in terms of the benefit it brings even though impending regeneration work means that it may only have a lifespan of 3 or 4 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	15 0
3. DOES THE PROJECT SUBSTANTIALLY INCREASE THE VALUE OF THE ASSET?	<input type="checkbox"/> Yes <input type="checkbox"/> No	10 0
4. IS THE PROJECT PART OF AN ENVIRONMENTAL PLAN? – to be expanded	<input type="checkbox"/> Yes <input type="checkbox"/> No	10 0
5. WHEN DID THE AREA BEING IDENTIFIED LAST RECEIVE ANY INVESTMENT?	<input type="checkbox"/> 5+ yrs <input type="checkbox"/> 3-5 <input type="checkbox"/> 1-3	15 10 5
6. DOES THE PROJECT REDUCE ONGOING REVENUE EXPENDITURE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	15 0
Stage 2		
7. HOW MANY RESIDENTS WITHIN A HALF MILE RADIUS WILL BENEFIT FROM PROJECT?	<input type="checkbox"/> 100+ <input type="checkbox"/> 50-99 <input type="checkbox"/> 0-49	25 15 5
8. DOES THE PROJECT BENEFIT FROM ANY MATCH FUNDING / SHARED COSTS? • OTHER CAPITAL FUNDING • MATCH FUNDING FROM OTHER STAKEHOLDERS	<input type="checkbox"/> Yes <input type="checkbox"/> No	25 0
9. DOES THIS PROJECT LINK WITH ANY OTHER PROJECTS CURRENTLY BEING CONSIDERED, OR ARE THERE ANY POTENTIALLY IMPACTING DEVELOPMENTS YOU KNOW Of?	<input type="checkbox"/> Yes <input type="checkbox"/> No	10 0
10. DOES THIS PROJECT LINK WITH ANY OTHER WORK IN THE AREA? e.g. • REGENERATION • REDEVELOPMENT OF AMENITY AREA • TRAMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	10 0
11. ARE THERE ANY OTHER DISCRETIONARY FACTORS WHICH SHOULD BE CONSIDERED? e.g. providing opportunities for young people or providing additional benefits for equalities groups	<input type="checkbox"/> Yes <input type="checkbox"/> No	10 0
TOTAL SCORE		

Footnote to be added explaining the scoring system.

COST-BENEFIT ANALYSIS FINDINGS

- HIGH
- MED
- LOW

15
10
5