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OUR RESEARCH FOR THIS STATEMENT

Getting involved can help to change things for the better. We hope, therefore, that by setting out a clear and attractive programme for how we are going to involve the community in local planning and other important issues, we can reach as wide an audience as possible and that the views and suggestions put forward can, as a result, help to shape a wide range of Council decisions in the future.

During the late summer/autumn of 2005 and before drafting this Statement of Community Involvement, we asked our stakeholders and the wider community for their initial thoughts and feedback on their involvement with the City Council and with the planning process in particular.

Presentations, seminar/workshops and other training exercises were held during September 2005, for Council staff, elected Members and key stakeholders, including Parish and Town Councils and local development interests. The purpose of these was to raise awareness of the issues and principles involved and to provide a clearer understanding of the need for the Council to adopt and pursue a more open and inclusive approach towards the local community.

Skills for consultation

In order to better equip ourselves to engage with our community, we held a one-day training workshop headed 'Making Sense of Engagement' hosted jointly by the Local Strategic Partnership on the 5th August 2005. A full report of that event, including a series of agreed 'principles' for future engagement with the community which were developed at the workshop, is attached to this Draft Statement as Appendix 2

An associated element in the Council's initial consultation programme was specifically aimed at increasing the number of staff members who have been formally trained and equipped with the necessary skills to carry out 'facilitation', primarily in workshop or discussion group settings. Here, the Council's long-term objective is to be in a position to arrange and deliver, using its own resources as much as possible, seminars and other interactive events where high quality facilitation skills can play a valuable part in gathering opinions and other feedback, covering a wide spectrum of planning and other policy related topics.

Engagement Events

As a further part of the Council's initial programme for increasing local community involvement and building a stronger dialogue with the community, a 'reaching-out' event was held at The Guildhall, in Winchester, at the beginning of December 2005. This seminar/workshop was designed to

achieve an added degree of direct engagement, with residents and representatives of different community and interest groups drawn from across the District.

The event was well attended and brought together a good mix of both individual and collective interests, including those taking part on behalf of Town and Parish Councils, local businesses, development interests, the police and local providers of education, public transport and other services. The workshop element produced an interesting and generally constructive range of views and opinions, a number of which have already proved helpful, in terms of preparing the Consultation Draft SCI. A report of this event and the outcomes from it are attached to this Draft, as Appendix 5.

Also in early December, as a complementary strand in the Council's approach to 'front-loading' - which aims to combine both initial consultation in breadth, across a wide spectrum of community interests, with consultation involving fewer numbers but gathering information and feed-back in greater detail - the City Council hosted an 'in depth' consultation event. This event took the form of a focus-group meeting, bringing together a relatively small number of invited representatives from a variety of stakeholder interests

The group comprised leading practitioners from the voluntary, business, community and educational sectors. The meeting, chaired by the Council's Chief Executive, generated a lively and useful discussion that helped to bring out the specialist knowledge and wide experience of the group's members, in regard to various aspects of community involvement. A further benefit, in addition to the widely differing backgrounds represented, was that all of those invited to take part are active within the District and surrounding areas and are familiar with the functions of local government and, in particular, the work of the City Council. A summary of this event, with the conclusions from it, is set out in Appendix ???

Further 'in depth' engagement with local community and consultative bodies has been carried out; with officers of the Council attending, making presentations and entering into discussion about the proposed SCI, at meetings of such groups as The Natural Environment Forum, the Winchester Elderly Care Forum and the Community Safety Partnership. A full list of the groups involved in this way, together with the dates of meetings at which the SCI featured, is attached as Appendix 6.

To additionally inform the wider community, an article setting out the aims and production programme for the Statement of Community Involvement was also placed in the Autumn 2005 edition of the Council's magazine 'Perspectives'; which is published three times a year and delivered to all households in the District. The opportunity to make comments either directly, or by way of the Council's questionnaire (see below), was highlighted in that article. Added to this, encouragement for individuals, businesses and representative groups to become involved was repeated on the Council's website.

[The Council's Questionnaire](#)

Although there are many techniques that can be used to involve the community, it is also the case that some corresponding degree of commitment is needed from participants/respondents if a more far-reaching and meaningful community engagement is to be successfully achieved. Partly for this reason, the Council widely distributed a questionnaire, to ask people how they would prefer to be involved. The questionnaire contained information about the range of methods that could be used and a specimen copy of this is contained in Appendix 3.

Copies of the questionnaire were sent out to those organisations and individuals who have had previous involvement with the planning policy process, or have expressed an interest in becoming involved. Responses were received, both electronically and as hard-copy, from a range of members of the public and also included some from local residents' associations and specific interest groups.

The questionnaire was intended to help open up a wider dialogue with the community and stakeholders, as to how they wish to be involved in the production of the Local Development Framework, other planning and development control issues or the more general spectrum of Council business. This Draft Statement, therefore, outlines the Council's approach based on the feedback from the questionnaires and the various other points of engagement with the community, referred to above.

The feedback from these questionnaires has been helpful and informative and has played a useful part in the further development of the Council's corporate approach. However, the Council recognises that certain of the engagement techniques advocated through the questionnaire are resource-intensive. The Council's overall strategy aims, therefore, to strike a balance between meeting the objective of improved community involvement, as reflected in the responses to the questionnaire, and the resources which are available to undertake and implement such techniques.

Nevertheless, due to the relatively limited number of completed questionnaires received, the views expressed cannot be taken as representative of those of the entire community. However, a number of valid inferences can be drawn from the responses. The results of the questionnaire survey are set out in Appendix 4 to this Statement.

With regard to 'hard to reach groups' and, in particular, the disabled, young people and those from black and minority ethnic groups, the Council has so far been disappointed by the limited extent to which it has managed to engage the interest of these particular groups within the local community. However, this has only encouraged the Council to make further efforts to secure a greater degree of mutual involvement based initially, perhaps, on a more regular exchange of information and views.

Consequently, direct requests have now been made to community and other representatives, acting on behalf such groups, with the aim of arranging face-

to-face meetings at locations and times that are convenient to the groups concerned. This approach is currently being developed. It is, however, an area of community engagement that the Council is firmly committed to pursuing.

In addition to the specific events referred to above and the publication and distribution of the Council's questionnaire, various other methods were used in order to publicise the background work being undertaken and to inform the wider community of the Council's purpose in preparing and producing a Consultation Draft of its Statement of Community Involvement. These included:

- Presentation to the Winchester District Joint Consultative Committee
- Presentation to the Local Strategic Partnership
- Items on the Councillors' briefing service
- Displays in the reception areas at City Offices and Avalon House
- Flyers' distributed at Winchester's park and ride car parks
- Posters displayed at community and other locations throughout the District

Appendix 2

**Winchester LSP and District Council
MAKING SENSE OF ENGAGEMENT**

**WORKSHOP
3rd August 2005
FULL REPORT**

Rowena Harris (BDOR Limited)

INTRODUCTION

This report of the workshop consists mainly of what was written on flipcharts or post-its and is intended as a reference for the participants. Explanatory notes from the facilitator are in italic text.

Attendance List

Name	Role/organisation
Rowena Harris	Facilitator BDOR
Peter Johnson	Basingstoke and Deane BC/Facilitator
Sue Rayden	Basingstoke and Deane BC/Facilitator
Cllr Brian Collin	WCC
Simon Eden	WCC
Jen Anderson	WCC –
Duncan Cobb	South West Trains/ Station Manager
Liz Dee	WCC
Greg White	WCC
Steve Opacic	WCC
Cllr Dominic Hiscock	WCC
Sally Mackwell	WCC/PCT
Lorraine Mansfield	WCC
Teresa Kellard	WCC
Antonia Perkins	WCC
John Kelly	WCC
Jacky Adams	WCC
Steve Tilbury	WCC

Where are we now? Mapping the territory.

*We asked participants to help us get a snapshot picture of recent engagement and consultation activity across the Winchester area. Everyone was asked to think of some recent (preferably completed) projects, initiatives, activities, experiences that have included some interesting element of **participation**.*

Explanation of terms:

- **Topic:** *The subject or content of the initiative, project, plan or strategy on which there was consultation – eg. health centre location, children’s services strategy, local plan.*
- **Who Initiated:** *Your team/department/unit/authority (or whatever), or whoever.*
- **Why:** *External requirement (government condition)? Local policy to do so? Your authority’s/agency’s decision? Result of community pressure? Other?*
- **Timescale:** *How long from launching the process to finishing?*
- **Who Involved:** *Not an endless list, just key groups, people, bodies, areas, sectors etc.*
- **Methods:** *Again, not an endless list but try to be precise, ie. not just ‘meetings’ but what sort of meetings.*
- **Cost:** *Not usually known but very valuable for us if you know this.*
- **Outcome/value:** *Basically a quick evaluation. Did it make a difference, get ignored, speed things through, cause delay, generate better or worse outcomes etc.?*

The results can be seen in a separate document. Participants were asked to survey the results and notes were made of the resulting discussion as follows:

- There are even more examples of engagement than those displayed here
- Overlaps with HCC.
- No Overview.
- In many cases we 'bump into' other processes in our own patch e.g. parishes.
- Some consultation fatigue ('probably our fault').
- Some voices lost due to timescales.
- Electronic consultation – new way, not being used to full potential yet
- Inconsistent in way we approach different interest groups.
- Experience of consultations could be shared – to build capacity (quality engagement).
- Could 'piggy-back' other consultations if we knew about them.
- Need to build internal capacity – staff skills. Also need to build communities' capacity to participate effectively - especially hard to reach.
- Efforts of local communities are sometimes left in bubble and don't have a high profile.
- Use of Citizens' Panel (statistics, valid).
- Concentration of engagement activity in Denmead:
 - Consultation fatigue.
 - Some people have powerful voice.
 - Range of processes.
- Healthcheck of effectiveness of consultations would be useful (dinner parties in Denmead!).
- Need to demonstrate views are heard - feedback is essential, return flow.
- Need to join up/ show awareness of other consultations.
- Join up:
 - Internally
 - Other agencies
 - Neighbouring areas.
- With the Community Strategy it is hard to see link between consultation and published document.
- Much consultation does not generate surprises but improves the way people feel about the final decision. Process of engagement is very important.
- In whose eyes does consultation have to be legitimised?
- How legitimate is the group that responds? Need sometimes to ensure we go beyond the 'usual voices'
- Members get a feel of community view and show community leadership.
- No need to consult on everything. Quality is important.
- Consultation should be a positive experience – leading to active citizens.
- Voices missing from our Winchester examples:
 - Children and young people.
 - Students
 - Homeless
 - Travellers
 - Disabled/chronically ill
 - Commuters
 - Black and ethnic minorities (2% of total population)
- participants are not always representative of the groups they claim to represent (e.g. PC's for parishes, commuters).
- Consultation can be selling – can be fact finding.

- Do we make good enough use of this information provided (e.g. through Citizens' Panel)

Setting some principles.

Working in small groups, participants agreed on the following principles for consultation as a whole and principles for consultation on specific projects or initiatives. They were given some suggestions and asked to reject, agree and/or modify them. Some ideas were rejected - they can be seen in a separate document.

Overall Principles

Agreed principles	Own Ideas
<p>Make clear where specific, often external requirements (e.g. planning) require different or varied approaches to consultation.</p> <p>Include a set of best practice principles that the authority/partnership are committed to applying in all their consultation processes (these would include what the other group are working on!).</p> <p>Ensure links and consistency between messages in the consultation strategy and those in things such as communications strategies.</p> <p>Produce with stakeholder and community representatives, a consultation compact which sets out a commitment on how the authority/partnership will consult. This should also include how you expect others to operate when they are running their own consultation processes.</p> <p>Build and use in a managed way an overall database of potential consultees, stakeholders, sectors, contacts etc.</p> <p>Ensure that the information from key consultation activist is widely available to all partners and the wider communities in a range of forms.</p> <p>Promote the strategy and its key messages clearly and strongly to all – set appropriate expectations and high standards.</p> <p><i>'Set up a 'skills and training audit' on participation practice across the authority/partnership (and from the wider community). Ensure a regular programme of delivering training and advancing practice.'</i> – Yes but...honesty – what can you change, what can't you.</p> <p><i>'Ensure that guidance on consultation makes clear connections with existing community development programmes and practice.'</i> – Values and ethics, not detail. LSP to adopt and jointly implement.</p> <p><i>Build in an annual overall monitoring and review process of the strategy and of specific exercises,</i></p>	<p>Focused and appropriate feedback.</p> <p>Should be aware of cost, but also cost of not doing consultation.</p> <p><i>'Bring together all the consultations planned for any year into an Annual Consultation Plan. This plan should identify priority issues for consultation in the coming year and provide a calendar of forthcoming programmes.'</i></p> <p>"Scheduler" Not Cabinet approved document.</p>

making changes if necessary. Could be the SCI? Periodic? Annual may not be appropriate.

Project/Process Principles

Agree	Own Ideas
<p>Ensure that there are appropriate resources to deliver the programme, and manage them over time.</p> <p>Ensure that consultees receive feedback and are informed about progress and outcomes.</p> <p>Link into and draw benefit from any other recent or concurrent consultation. Then ensure that the results of your process are readily available to others.</p> <p>Integrate the consultation firmly in to the overall policy (project, strategy or plan) preparation process.</p> <p>Check the appropriate skill base within the team, and top-up as needed from other in-house or external support.</p> <p>Have a clear, two-way process of information management and exchange.</p> <p>Community groups, stakeholders and the wider public should have the opportunity to put forward their own ideas and feel confident that there is a process for considering and responding to their concerns. (SCI)</p> <p>Participants should have the opportunity to take an active part in developing proposals and options, notably by engaging directly with planning professionals. (SCI)</p>	<p><i>'Ensure an overall approach that is properly designed and explicitly managed. Each consultation process will need its own, published Strategy and Programme' – Concerned about "Strategy and programme". This re-invents the wheel each time. All projects need to comply with core (corporate principles).</i></p> <p><i>'Use, across time, a diversity of methods and techniques.'</i> – Needs to be kept proportionate, linked to appropriate outcomes e.g. need for inclusivity. Needs to be selected from a 'toolbox' of techniques.</p> <p><i>'Documents should be available in a variety of formats, to encourage the widest possible readership, include in languages other than English where appropriate. (SCI) – Needs to include broader concepts than just 'documents' and 'readership' e.g. audio tapes and CD-ROMs.</i></p> <p><i>'Include in your programme opportunities for some people to engage with your work 'in depth' (i.e. over time in a cumulative and intense way, probably for smaller numbers) and for others to engage with it 'in breadth' (i.e. less intensely, maybe once only and for 'all').' – Engagement yes, consultation not really (lots of debate about boundaries between consultation and engagement).</i></p> <p>Define and manage (i.e. agree with key parties) the 'scope' of the plan/project including the consultation.</p> <p>Develop a way of ensuring, as far as possible, that the consultation is widely inclusive, in particular with 'hard to hear' groups.</p> <p>Start information and engagement from 'day one' and keep it going throughout.</p> <p>Complement, not replace, specific local consultation.</p> <p>Consultation database.</p>

Consulting on Consulting

This sounds awful but is what the Statement of Community Involvement will require! We looked at some examples from elsewhere for how to do this and discussed different approaches to engaging with stakeholders. What follows is some material that Rowena referred to at the workshop.

A Simple Typology of Engagement

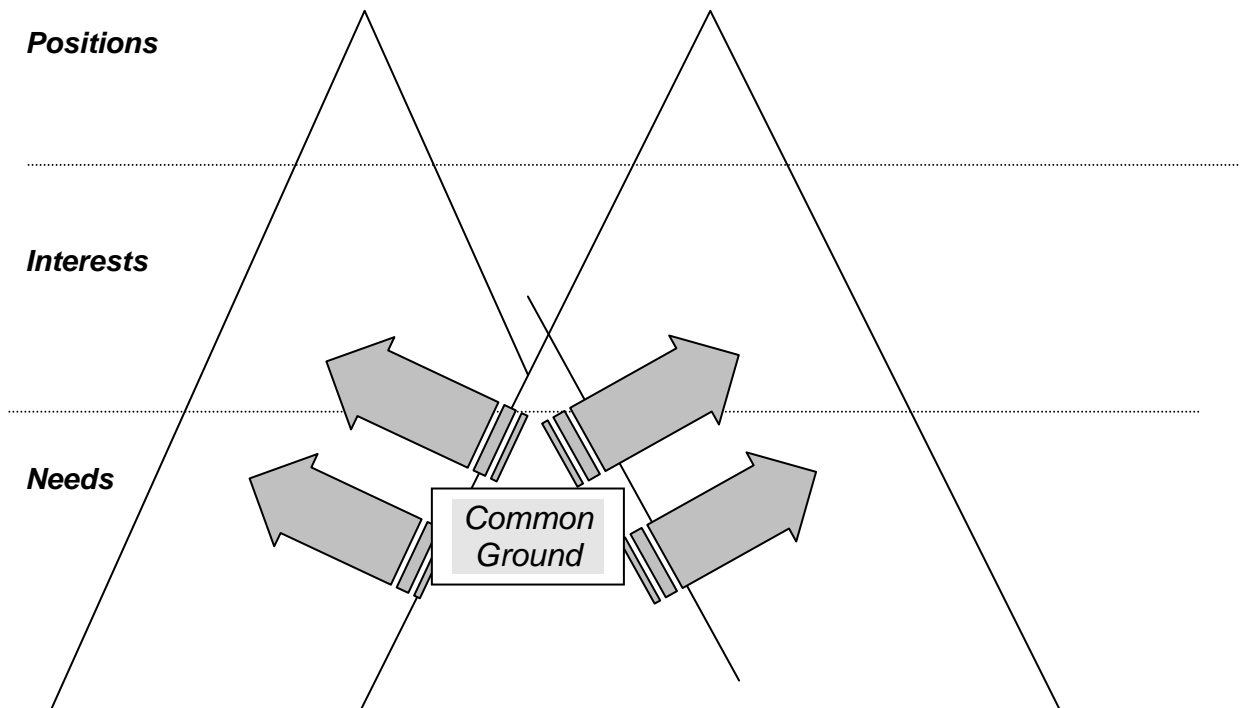
TYPE OF INVOLVEMENT	CHARACTERISTICS	POSSIBLE OUTCOMES
Information Giving	<ul style="list-style-type: none"> • <i>A announcement of intent or decision by a group, authority, organisation etc e.g. letters, legal notices, posters, media announcements, public meetings.</i> • <i>No attempt is made to gather or listen to views</i> 	<ul style="list-style-type: none"> • A reaction! Recipients “take it or leave it”. • May polarise opinion and prompt self-mobilisation.
Information Gathering	<ul style="list-style-type: none"> • Individuals and groups are engaged in interview or questionnaire based research. • Respondents have no opportunity to influence the process or the eventual use of the information. • Other e.g's: focus groups, citizen's panels, opinion polls 	<ul style="list-style-type: none"> • Generates information to inform other decision-making processes. • Limited numbers of people are engaged, so great care should be taken in analysing and interpreting the results

Reactive Consultation (<i>passive</i>)	<ul style="list-style-type: none"> • <i>Gathering responses</i> • Seeking views on a prepared proposal, plan etc. • There is an intention to listen to responses and the potential for amendments to the proposal to be made. • Consultees do not share but may influence decision-making. 	<ul style="list-style-type: none"> • Generates responses and can enable clearer understanding of proposals and their likely impacts on consultees. • Consultees have no opportunity to interact with each other and hear a range of views. • Some will inevitably consider that their views have been ignored.
Participatory Consultation (<i>active</i>)	<ul style="list-style-type: none"> • <i>Workshops, exhibitions.</i> • <i>Managed and strictly bounded dialogue that is designed to meet the pre-determined objectives of a wider plan/programme etc.</i> • <i>The big decisions have been made, typically strategic objectives, targets etc.</i> • <i>Multiple perspectives and options are accounted for.</i> • Can be a transparent process which will encourage consensus building 	<ul style="list-style-type: none"> • Can secure support and assistance in the implementation of welcome intentions. • Can bring a sense of shared ownership of results but formed groups tend to be dependent on resources from initiating organisations.
Dialogue and Consensus Building	<ul style="list-style-type: none"> • <i>Partnership Working</i> • <i>Joint analysis of the concern/issue/situation etc. Followed by consensus and collaboration in moving forward.</i> • <i>A “transparent” working process, influenced and managed by all parties involved.</i> • <i>Declared aim of collaborative working towards a mutually acceptable solution</i> 	<ul style="list-style-type: none"> • An even stronger sense of shared ownership of results is generated along with numerous other “hidden” products (improved relationships, common understanding, pre-co-ordination etc). • Often leads to long term structures as formed groups take control and have a common stake.

- **N.B. useful websites:** www.bdor.co.uk, www.interactnetworks.co.uk & www.the-environment-council.org.uk

Positions, Interests and Needs

Consensus building or dialogue is about getting “below” the Positions that people adopt, in order to explore Interests and Needs.



The “PIN” diagram, which Rowena drew at the workshop, shows the nature of positions – much like the tip of an iceberg appearing above the surface of the ocean. Traditional and adversarial processes of negotiation tend to operate at this positional level. It can work, but in most cases the outcomes will tend to favour those with the most power, resource and influence.

The consensus building approach recognises that getting below positions, into interests and needs, means that you are more likely to establish some common ground. From here you can build consensus, step by step. Of course, this is not meant to suggest that the problems will automatically be solved, they won't, there will almost always be some areas where there is little or no agreement. However, building on common ground is likely to be a more productive process, during which the participants often become much more interested in the territory they share, rather than that which continues to divide them.

Consensus building is explicitly about finding and developing common ground between “stakeholders”. By developing dialogue from shared common ground, it is possible to arrive at a compromise which is positive and delivers more, to a greater number of people.

N.B. The term “**STAKEHOLDERS**” is most easily defined as some one who may be affected by, or may affect, a decision that has to be made or its implementation.

Part of the reason that consensus building can deliver more than a simple compromise is that it explicitly works toward “win/win” outcomes rather than “win/lose” outcomes. A significant component of the process and outcomes is the range of invisible or “soft” products that are developed. These exist in addition to the visible or “hard” outputs such as a shared action plan, strategy etc. Adversarial processes tend to create hidden costs, rather than benefits, because the pursuit of the “win” can mean further damage to relationships, limited information and creativity, greater uncertainty, greater long term cost etc.

Invisible products of a consensus building process

POOLED KNOWLEDGE	<i>A wider, deeper pool of knowledge and experience is created</i>
EXTENDED NETWORKS	<i>Through working together participants develop more contacts for the future</i>
COMMON UNDERSTANDING	<i>Those involved develop a clearer, shared understanding of the issue (as well as each other)</i>
PRE-COORDINATION (Synergy)	<i>Having worked together in resolving the issue, the parties are better prepared for any agreed implementation</i>

COMMITMENT

Because they have taken part in designing the outcome, stakeholders will “own” it, they will “see themselves in it”

Extending the decision making process

Many common forms of decision-making are linear in character (e.g. here is the problem, now find a solution). A consensus building process, involving many stakeholders and many values must quite deliberately extend the linear process in a number of ways by...

1. Preparation for “entry”

Placing greater emphasis on preparation and managing history.

Finding, planning with and then, preparing the stakeholders, establishing a secure starting point.

2. Broadening the dialogue

Ensuring the parameters of the dialogue start as broad as possible (but no broader!). Mapping related issues before agreeing areas of focus, building in a wide range of perspectives.

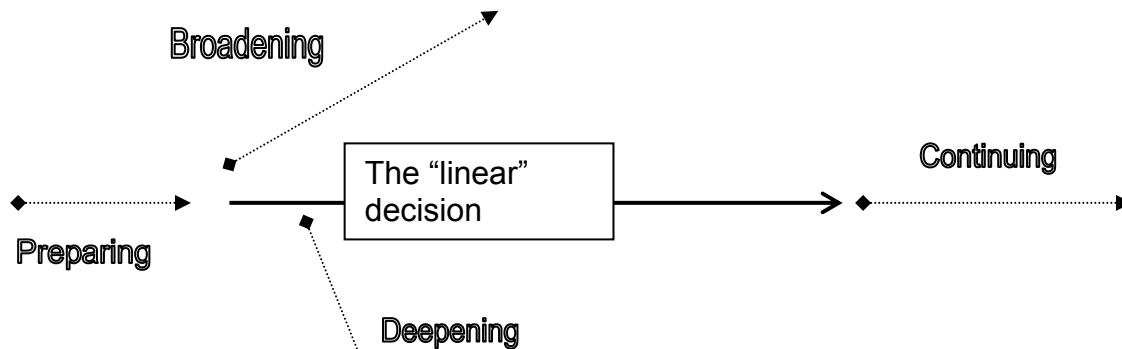
3. Deepening the process

Getting below positions. Working with complexity and uncertainty rather than avoiding it.

4. Continuation

Ensuring that proper time is allowed (and that time available is realistically used). Resisting premature closure.

Extending the decision making process...



Comments from participants:

- Reaching out: Will sometimes have to rely on partners organisations to help reach out to identified groups.
- Consider using text messaging for updates.
- Need to be clear who will benefit and focus engagement consultation.
- Champions – get their buy in.
- 3 month lead-in needed to run a well designed workshop - to fail to prepare is to prepare for failure! Engagement processes need planning & design
- Train people to build skills and confidence
- Need to be clear what we are consulting on
- Need to be clear why issues are important enough to require consultation/involvement
- Role of elected members is changing

- Engagement is a way of promoting active citizens
- Consultation can seek to understand impacts of decisions (and minimise negatives)
- Can we share resources/ work differently?

Process Design

Using a quick and easy technique, small groups had the opportunity to apply all of the above to design consultation processes for

1. Consulting on the SCI
2. Review of the Community Strategy
3. A Plan for children & young people in Winchester

This was so successful that participants took them away so they are not included in this report.

The format was a simple timeline with the following rows to consider:

CONTEXT/STRATEGY

CORE GROUP

DEPTH

BREADTH

REACHING OUT

Agreed Actions

What?	Who?	By When?
Explore the production of a corporate database of stakeholders	Jen & Steve CMT	End of September
Explore adopting WCC project management tool to incorporate the process plan format used today.	Jen	End of September
Raise Member awareness of benefits of approach	Dominic and Brian	End of September
Include typology of engagement & PIN in report	Rowena	
Type up output of workshop & e-mail to all attendees	Liz via Rowena	August 12 th
Talk to CX about community engagement framework (budget?)	Jen & Steve	End of August
Awareness raising sessions for members and senior offices – piggy-backing training sessions? i.e they drop in for a session during a training course? Or while the trainer is in town arrange a seminar for senior managers & members	Jen	
Follow up Interest in 'potential' to act as ODPM pilot.for Winchester's Engagement Strategy	Jen & Jeff Bishop	

Statement of Community Involvement Questionnaire

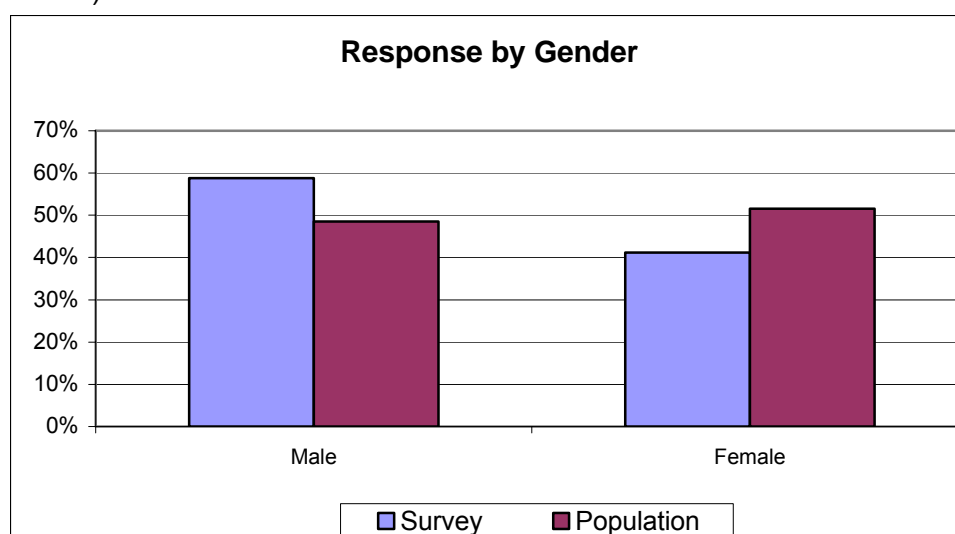
Analysis of SCI questionnaire

Background and Validity of the Data

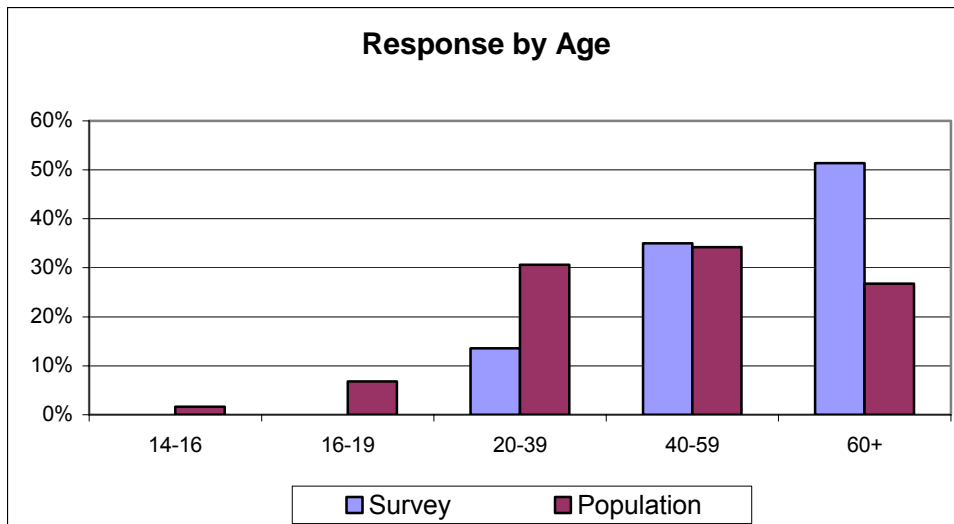
As part of the consultation process for the SCI a questionnaire was widely circulated within the District and an online version made available. Five thousand questionnaires were printed and distributed via Town and Parish Councils, Public Libraries, community buildings, information centres, local schools and colleges, voluntary and community groups and local businesses. Leaflets were also printed with the web address of the online questionnaire and emails sent with the web address. Leaflets were circulated by methods which included: making these available at meetings of City Council Committees attended by the public; at external meetings attended by City Council staff and; by distribution at public park and ride car parks.

A total of 231 questionnaires were received, 161 surveys from those circulated in the district and 70 via the online web form. Respondents were asked to include their postcode when completing the questionnaire and all the postcodes were within the district area.

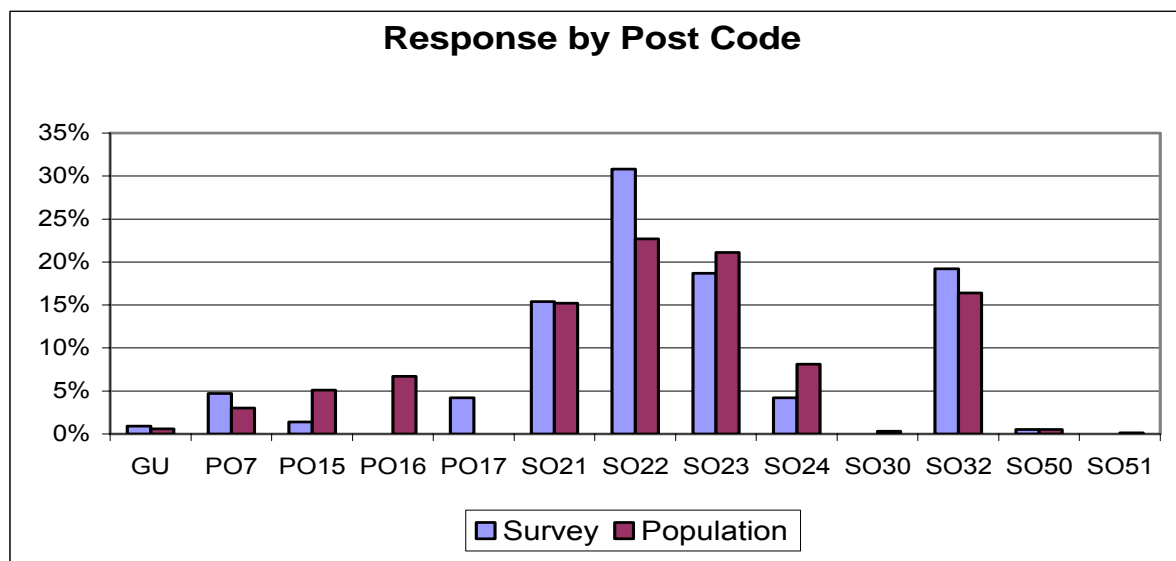
The response was disappointing, but given the subject of the consultation (consultation about how consultation should be conducted) not surprising. As well as the low response, those who responded were not a typical cross-section of Winchester residents. There were a higher percentage of males who responded than in the population generally, (59% compared to 49%).



No one under the age of 20 responded, although this age group (14 – 20) represent 8% of Winchester's 14+ population. Replies from those over the age of 60 dominated the responses. More than 50% of the response came from this age group although they are only just over a quarter of the 14+ population as a whole.



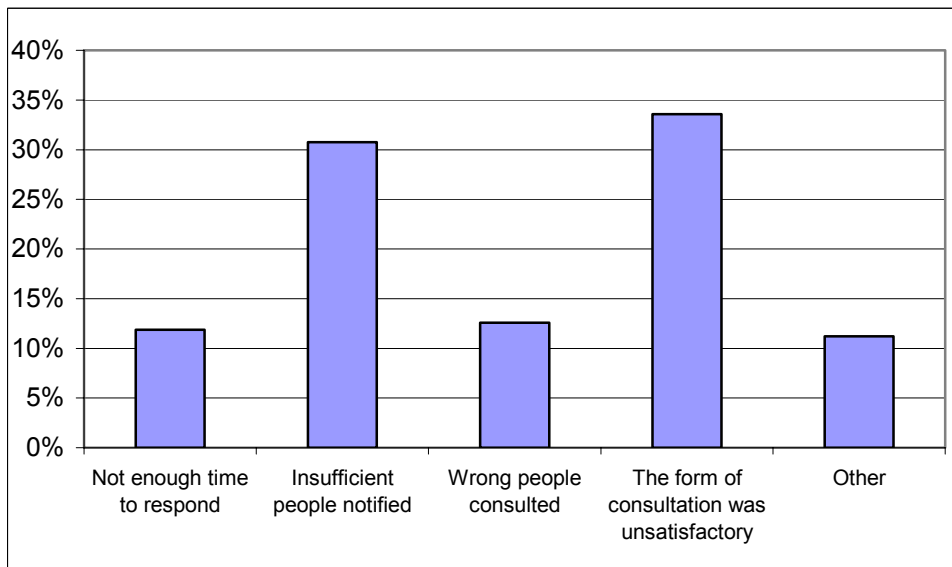
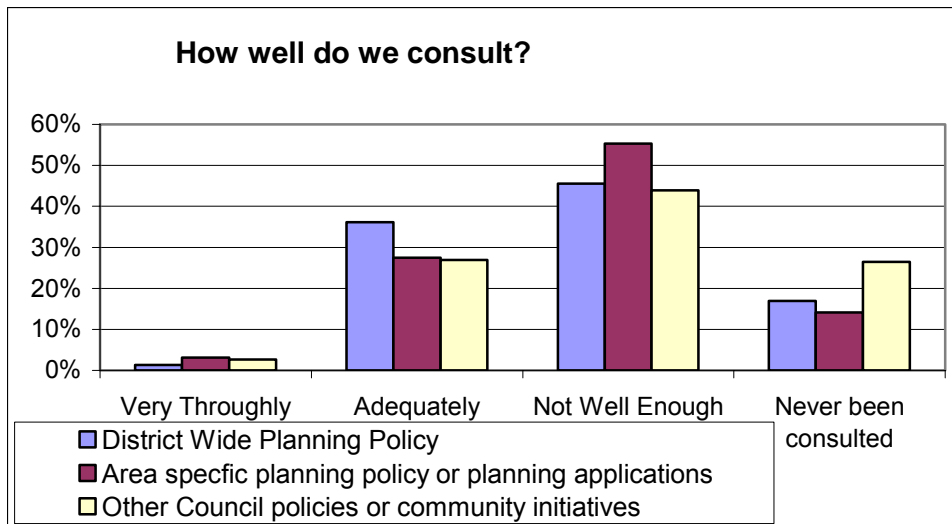
There were no responses from any people with an ethnic minority background, but given the small number of responses and Winchester's small ethnic population, 2%, this again is not surprising. An analysis of the postcode data showed some variation between the percentage of the population in each postcode area and the responses, but generally, responses were received from across the district.



Analysis of the Survey Responses

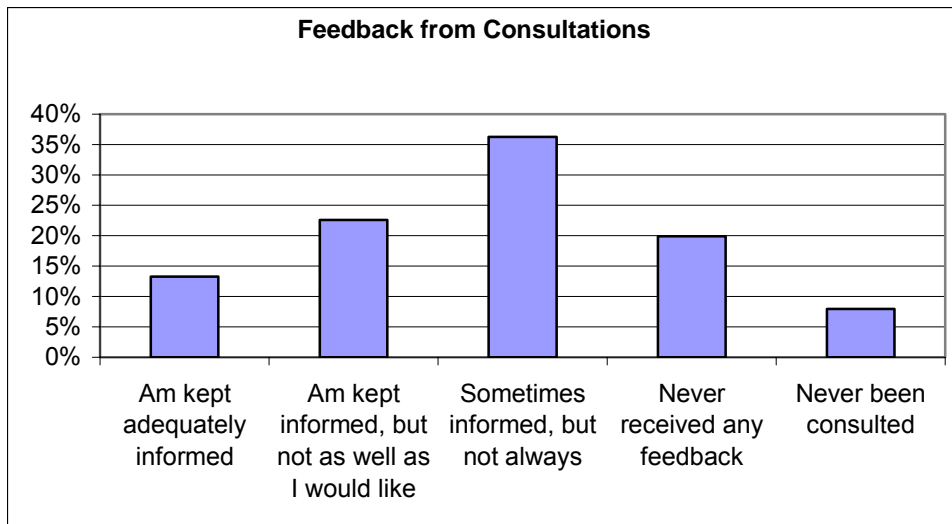
The number of responses received does enable a limited analysis of the results to be undertaken. It should be borne in mind however that this survey is not large enough to be statistically reliable and because of the demographic makeup of its respondents does not truly reflect the opinion of all Winchester residents.

The survey asked questions about the Council's current consultation process and the responses were not very complementary. Less than two-fifths of people thought we consulted thoroughly or even adequately. The majority of respondents thought that we did not consult well enough and that insufficient people were notified or the form of consultation was unsatisfactory.



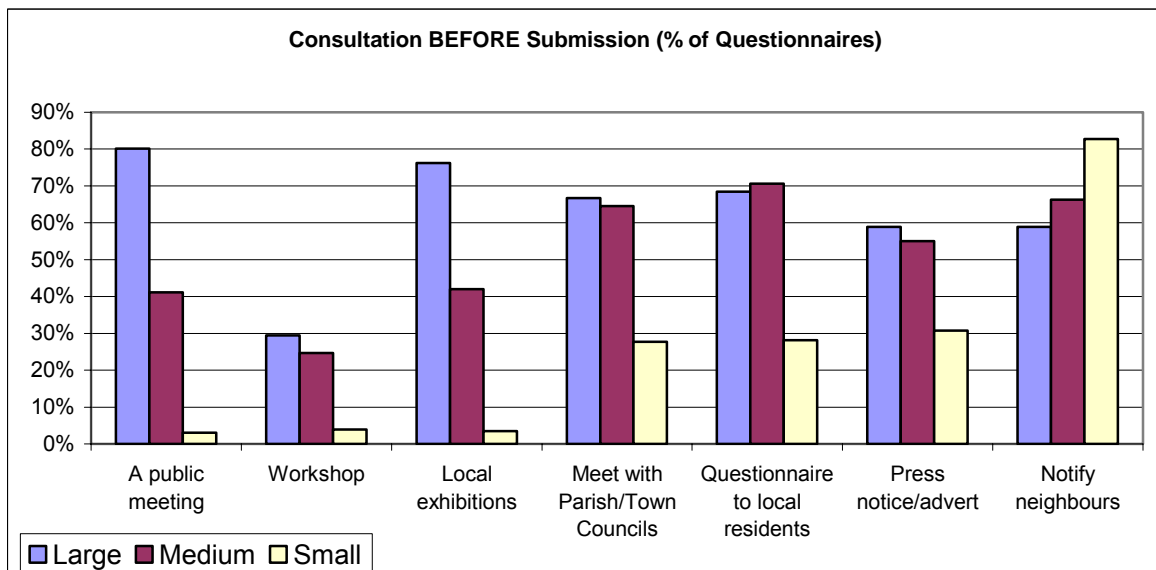
Typical responses when asked for reasons why consultation was considered inadequate were *“Unable to see the impact that consultation with stakeholders has in shaping policy”* , *“Consultation was post-application, should be pre-application”* and *“Frequently consultations are received well after closing date”*.

When asked about feedback from current consultations the picture was slightly better. A majority of people thought they were kept informed, but either not as well as they would like or not all the time. Only a minority said they never received any feedback.



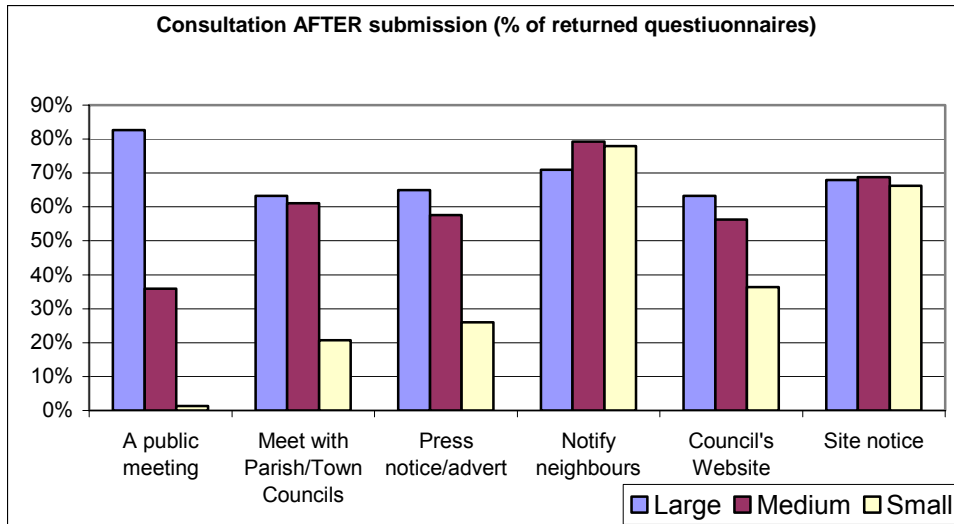
The respondents were next asked about future consultations. They were asked to consider how they would like to be consulted both before and after planning applications had been submitted and for three different types of application depending on the scale of the development. For smaller applications there was a clear preference for notifying neighbours directly and using site notices.

For the medium sized applications prior to submission there was support for 4 of the 7 options (see chart below for full list of consultation options).



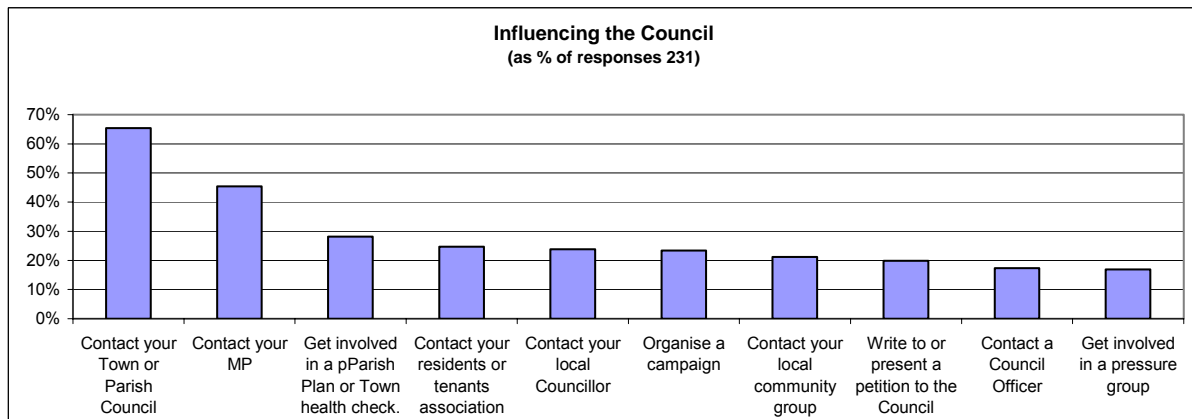
For consultation after submission the only option that did not reach 50% support was a public meeting, all other options were supported by more than 50% of the respondents.

The larger applications drew support from a majority of the respondents for all of the consultation options both prior to and after submission with the exception of a 'workshop' which attracted less than 30% support.



Respondents to the survey clearly felt that for the larger applications and to a certain extent for the medium sized applications, the Council should use as many avenues of consultation as possible.

Finally the respondents were asked what would be their preferred method for influencing the Council regarding the future of their community. Respondents were asked to select up to three from a list of ten. Sixty-five percent said they would contact their Parish or Town council.



The second most popular option was contacting the local Member of Parliament. The least selected option was getting involved in a pressure group.

Community Frontloading Event – 2nd December 2005

Aims

The aim for the Community Frontloading Event was to gain in-depth information from stakeholders on how they want to be involved in the full spectrum of the City Council's work. This was designed to complement the questionnaire which was circulated more widely to partners and members of the public.

Stakeholders

Stakeholders were invited from a wide range of backgrounds and 48 people attended the event. The following groups were represented:

Local Strategic Partnership (Board and Network)
Development Interests
Parish and Town Councils
Natural Environment Forum
Housing Associations
Winchester City Councillors
Hampshire County Councillors
Tenants Associations
Higher and Further Education
Civic Societies
Hampshire Constabulary



Programme

The event lasted for a morning and was split into two workshops. The workshops asked participants to consider the following two questions:

- Which issues for Winchester District would you like to be involved in?
- How do you want to be involved in these issues?

The event was designed and delivered by members of the City Council's Strategic Planning team and the Policy team. The workshops were led by facilitators from Winchester City Council.

Key themes

The full output from the event has been fed into the creation of this draft Statement of Community Involvement. The following points came out as key themes from the two workshops.

- Need to educate members of the public and groups about what Council does so they are better informed at how they can be involved
- Need to consult early and use the principals of 'front-loading' to avoid clashes with different needs at later stages of processes
- Need to allow adequate time to respond to consultation
- Need to feedback from consultations

- Need to support communities in 'capacity building' so they can better be involved
- Parish Plans should be used as they are a good way of getting community views and 'front-loading' City Council plans
- Need for 'joined-up' approach between different layers of government
- Consultation with the public on significant planning applications should happen at an early stage
- Dealings with planning applicants should be transparent
- City Council should try to get wider public involvement in planning applications
- Planning system is complex and difficult to understand – gives negative impression and difficult to get involved.

The full details of the output from the group discussions will be included in the 'Community Engagement in preparing the SCI' document to be submitted alongside the Statement of Community Involvement to the Secretary of State.

Focus Group meeting 9.12.05

(to be added)

The criteria for testing the soundness of the SCI

At the examination, the Inspector will consider whether this document is sound by determining whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

(Source: Planning Policy Statement 12: Local Development Frameworks. Paragraph 3.10)

Local Development Framework Consultees

The council holds a consultation database containing the contact details of many organisations and individuals who either must be consulted at different times (statutory consultees) or who have asked to be notified of different consultation events.

Statutory Consultees

The Town and Country Planning (Local Development) (England) Regulations 2004 specify that the following bodies must be consulted if the Council considers that they will be affected by what is proposed in a development plan document:

- South East England Regional Assembly: - the Regional Planning Body
- Hampshire County Council
- All relevant authorities. This includes:
 - Adjoining local planning authorities:
 - Eastleigh Borough Council
 - Test Valley Borough Council
 - East Hampshire District Council
 - Basingstoke and Dean Borough Council
 - Havant Borough Council
 - Portsmouth City Council
 - Fareham Borough Council
 - All parish councils within the district
 - All parish councils adjoining the district;
- The Countryside Agency
- The Environment Agency
- Highways Agency*
- The Historic Buildings and Monuments Commission for England (English Heritage)
- English Nature
- The Strategic Rail Authority
- South East England Development Agency
- Relevant gas, electronic and telecommunications companies
- Relevant sewage and water undertakers
- Hampshire and Isle of Wight Strategic Health Authority
- Government Office for the South East
- Government departments who may have large landholdings in the area covered by a local development document.

General Consultation bodies

This is a list of the types of bodies who the Council will consult with only if the subject matter of the Local Development Document affects them (individual groups are not listed as details may become out of date within a short space of time).

They include:

- Voluntary organisations, where some or all of their activities benefit any part of Winchester district (for example residents associations, amenity groups)
- Bodies which represent the interests of the following in the authority's area:
 - Persons carrying out business
 - Different racial, ethnic or national groups
 - Different religious groups
 - Disabled persons

Other Consultation bodies

In addition to the statutory and general consultation bodies outlined above the following agencies and organisations will also be consulted, where it is considered appropriate in the preparation of a Local Development Document.

- Age Concern;
- Airport operators;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- Commission for Architecture and the Built Environment;
- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Crown Estate Office;
- Council for the Protection of Rural England;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- Friends of the Earth;
- Royal Society for the Protection of Birds; and
- Hampshire Wildlife Trust;
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- Housing Corporation;
- Learning and Skills Councils;
- Local Agenda 21 including:
 - Civic Societies;
 - Community Groups;
 - Local Transport Authorities;
 - Local Transport Operators; and
 - Local Race Equality Councils and other local equality groups;
- National Playing Fields Association;
- Network Rail;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Port Operators;
- Post Office Property Holdings;
- Rail Companies and the Rail Freight Group;
- Regional Housing Boards;

- Regional Sports Boards;
- Road Haulage Association
- Sport England;
- The House Builders Federation;
- Traveller Law Reform Coalition;
- Water Companies; and
- Women's National Commission

If you wish to be added to the councils consultation database, either fill in the form at the back of this document or go to www.winchester.gov.uk and complete and online request form.

Glossary

Abbreviation

- AMR** **Annual Monitoring Report:**
Part of the *Local Development Framework*, the Annual Monitoring Report assesses the implementation of the documents detailed in the *Local Development Scheme* and the extent to which policies in the *Local Development Documents* are being successfully applied.
- AAP** **Area Action Plan**
A *Development Plan Document* that focuses on a specific location or area subject to significant change or conservation.
- Community strategy**
A strategy prepared by a *Local Strategic Partnership* that would include local authority representatives to help deliver local community aspirations.
- Core Strategy**
A *Development Plan Document* that sets out the long-term *spatial vision* for the local planning authority area, the *spatial objectives* and strategic policies to deliver that vision, having regard to the *Community Strategy*.
- Development Brief** A document produced by the Local Planning Authority or a developer providing guidelines and setting principles for the development of a particular site. Such documents are often given additional weight, by being adopted as *supplementary planning documents*.
- DPD** **Development Plan Document** A document setting out the Council's planning policies and proposals. The DPDs the council must prepare include the *Core Strategy*, site –specific allocations and where needed *Area Action Plans*. They are subject to community involvement, consultation and *independent examination*. A *sustainability appraisal* is required for each development plan document.
- Development Provisions and Allocations Documents**
A site – specific *Development Plan Document* which will allocate sites required to meet development requirements.
- Evidence Base**
Information collected by the City Council on key aspects of the social, economic and environmental characteristics of the district, which is used to inform the formation of planning policies.
- Front-loading**
The concept of involving the community at an early stage of the policy formation process, aiming to seek consensus on essential issues and to give a sense of ownership of local policy decisions. It is a key principle of the new planning system.

LDD **Local Development Document**
These include *Development Plan Documents* (which form part of the statutory development plan) and *Supplementary Planning Documents* (which do not form part of the statutory development plan).

LDF **Local Development Framework**
The name for the portfolio of Local Development Documents. These consist of *Development Plan Documents*, *Supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Monitoring Report*

LADS **Local Area Design Statement**
A supplementary planning document which provides detailed guidance on the character, layout and design of new development in specific local areas.

Independent Examination

The process by which a planning inspector may publicly examine a Development Plan Document (DPD) or a Statement of Community Involvement (SCI). The findings set out in the Inspectors Report are binding upon the local authority that produced the DPD or SCI.

LDD **Local Development Document** Any document within the *Local Development Framework*. They comprise *development plan documents*, *supplementary plan documents* and the *statement of community involvement*.

LDF **Local Development Framework** The name for the portfolio of *Local Development Documents*. These consist of *Development Plan Documents*, *supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Monitoring reports*.

LDS **Local Development Scheme** This sets out the programme for preparing *Local Development Documents*. It is reviewed annually as part of the *Annual Monitoring Report*.

LSP **Local Strategic Partnership** a partnership comprising of public, private and voluntary groups who work together with the aim of improving the quality of life in the Winchester City District. Their work involves identifying local priorities and actions, which inform the community strategy.

Neighbourhood Design Statement

A supplementary planning document which provides guidance on the character and design of new development to be accommodated within a neighbourhood.

One Compact for Hampshire

The Compact agreement for Hampshire. A Compact is an agreement, drawn up between voluntary groups, community groups and public bodies together, setting out guidelines for how they should behave towards each other in order to deliver mutual benefits. For further details go to:
www3.hants.gov.uk/compact.htm

PPG **Planning Policy Guidance** A series of documents setting out the Government's national land use planning policies e.g. housing, transport,

employment. They are currently being replaced by *Planning Policy Statements*.

- PPS** **Planning Policy Statement** These are statements prepared by the Government on a range of planning issues. *The Local Development Documents* should accord with guidance set out in the statements. They are intended to replace the existing series of Planning Policy Guidance Notes (PPGs).
- Public Examination**
See *Independent Examination*
- RPB** **Regional Planning Body** The Regional Planning Body is responsible for drafting the new *Regional Spatial Strategy*, in addition to other functions. In the South East of England, the RPB is the South East England Regional Assembly
- RSS** **Regional Spatial Strategy** This is an overarching strategy prepared by South East Regional Assembly with involvement at a sub-regional level from the County Councils, covering the period up to 2021. It provides a spatial framework to inform the *Local Development Framework*. It forms part of the statutory development plan and where appropriate must be taken into account in local planning decisions.
- Spatial Planning** Includes economic, social and environmental issues as well as the physical aspects of location and land use.
- SCI** **Statement of Community Involvement** This sets out the planning authority's proposals for involving the local community in plan-making and development control (significant applications). It is not a DPD but it is, however, subject to independent examination.
- Statutory Register**
The Local Planning Authority maintains a register relating to development in the district. It has two sections, one part provides details of all current planning applications and the other part provides details of all decisions, Planning Obligations (section 106 agreements) and appeal decisions relating to past applications.
- Stakeholder:** Any person, group or business that has an interest or will be affected by a particular activity, plan or project.
- SEA** **Strategic Environmental Assessment** An appraisal of the impacts of policies and proposals on economic, social and environmental issues. It is required by European legislation.
- SPD** **Supplementary Planning Document** This is a local development document which provides additional information and guidance in regard to a specific policy or proposal in a development plan document (DPD). It does not have DPD status and will not be subject to independent examination.
- SPG** **Supplementary Planning Guidance** Additional advice issued by the Local Planning Authority relating to policies in the Adopted Local Plan. To be replaced by *Supplementary Planning Documents* (see above).

- SA** **Sustainability Appraisal** An assessment of the impacts of policies and proposals on economic, social and environmental matters contained within the *Local Development Framework*.
- WDLPR** **Winchester District Local Plan Review** The replacement Development Plan for the district which is due to be adopted in 2006. It will be saved under transitional provisions for a period of time before being replaced by *development plan documents*.
- VDS** **Village Design Statements**
A supplementary planning document which provides guidance on the character and design of new development to be accommodated within villages. It is usually produced by the local community, working closely with the City Council.

Key Contacts

(to be added)

PUBLIC PARTICIPATION AT COUNCIL MEETINGS - GUIDANCE

Do YOU have a point to make about issues in the Winchester District?

If so, then you will be interested in the public participation sessions held at the beginning of Winchester City Council's Committee meetings.

How do I make my views known?

Public Participation allows you the opportunity to make a statement or ask questions during a 15 minute period prior to the formal business of the meeting. You are advised to arrive no later than 10 minutes before the start of the public participation session.

Where?

Meetings are held in the Guildhall, Winchester. Disabled access is available. (Please contact the appropriate Committee Administrator in advance so that the necessary arrangements can be made).

The following meetings have public participation:

- Cabinet (CAB)
- Principal Scrutiny (PS)
- Social Issues Scrutiny Panel (SO)
- Local Economy Scrutiny Panel (LE)
- Environment Scrutiny Panel (EN)
- Resources Scrutiny Panel (RE)
- Standards Committee (ST)
- *Licensing & Regulation (LR) - see below
- #Planning Development Control (PDC) - see below

* For Licensing & Regulation Committee, there is a special procedure for dealing with public participation on licensing applications: please ring Committee Services on 01962 848264 or email: css@winchester.gov.uk for more details.

For Planning Development Control Committee, there is a special procedure for dealing with public participation on individual planning applications. Please contact the Public Speaking Co-ordinator in the Planning Department on 01962 848339 for details or email: planning@winchester.gov.uk

There is no public participation at full Council meetings, but there is the opportunity to submit petitions (see details below).

Can anyone speak?

Yes, but please remember that only 15 minutes have been set aside for all questions and answers. If several people wish to speak on the same subject, the Chairman may ask for one person to speak on everyone's behalf.

As time is limited, we will operate on a "first come first served" basis. To reserve your place to speak, you are asked to arrive no later than 10 minutes before the public participation session starts. If you arrive later than this time, we cannot guarantee that you will be able to speak.

How long can I speak for?

Unless time permits, questions and statements will be limited to 3 minutes each (the length of time permitted is at the discretion of the Chairman).

Second questions on the same topic will not normally be allowed but again the Chairman has discretion to allow supplementary questions if appropriate.

When?

Meeting start times shown in brackets

Council (7pm)	20/07/05	02/11/05	11/01/06	23/02/06	19/04/06
	2005			2006	
CAB (9am)	29/06	26/7, 14/9, 12/10	16/11, 14/12	18/1, 7/2	1/3, 22/3
LR (6.30pm)		6/9	15/11, 13/12		14/3
PDC (2pm)		27+28/7, 7+8/9, 5+6/10,	9+10/11, 7+8/12, 4+5/1	8+9/2	8+9/3, 12+13/4 ¹
ST (6pm)	13/06	19/9	21/11	6/2	20/3
PS (6.30pm)	6/06	12/9, 17/10	5/12	16/1	27/3
SO (6.30pm)		21/07, 18/10	28/11	30/01	16/03
EN (6.30pm)	14/07	20/10	29/11	25/01	13/03
LE (6.30pm)	18/07	24/10	30/11	26/01	15/03
RE (6.30pm)	13/07	25/10	01/12	31/01	21/03

Do I have to give notice before the meeting?

The only requirement is to give 3 clear working days notice if you wish to have a full reply at the meeting. But there is nothing to stop you simply attending the meeting on the day and making your point.

Are there any situations when I cannot speak?

Subject to the exceptions mentioned below, questions may be asked or statements made on anything which is the responsibility of the Committee you attend.

But the same question or statement cannot be put at every meeting. This is to give everyone the opportunity to make statements or ask questions. If the sessions are to be used constructively, there is a need to avoid repetition and small pressure groups using them just to seek publicity.

There are also limitations relating to questions about current applications, personal cases and confidential matters. Further details can be obtained from the appropriate Committee Administrator.

What happens at the meeting?

There is seating provided for the public in front of the committee table. You will be asked by the Committee Administrator to give your name, address and the nature of your question. You will then be added to the list of persons wishing to speak. At the appropriate time, the Chairman will invite you to ask your question or make your statement.

Will I get a full reply to my question?

We will attempt to respond to any statement or question, but sometimes research may be necessary before a full answer can be given. If this is the case, we will write to you after the meeting if you leave your name and address.

If you require a full reply to your question on the day, please let us know at least 3 clear working days before the meeting you will be attending.

If too many people attend and you do not get the chance to ask your question, then provided you have given your name, address and details of your question, we will be pleased to write to you after the meeting. A copy of your question and answer will also be circulated to all Councillors who serve on the Committee you attended.

Presentation of Petitions

As an alternative to the system above, if you are a resident of the district you may prefer to highlight an issue by raising a petition. Provided the issue is relevant to local government and affects the Winchester district, you have the choice of submitting your petition to full Council, Cabinet or one of the performance improvement committees. You can take up to five minutes to make your presentation.

Seven days notice must be given to the Chief Executive or City Secretary and Solicitor, who will also be pleased to advise on whether or not the issue is appropriate for consideration. Petitions should not refer to current planning or licensing applications, because special arrangements exist for public participation in those cases.

If you would like more information, please ring Committee Services on 01962 848264.

Further information public participation at Council meetings

Please ring 01962 848264 and ask to be put through to the Committee Administrator for the meeting you wish to attend.

Alternatively you may write to the City Secretary and Solicitor at the City Offices, Colebrook Street, Winchester, SO23 9LJ, who will be pleased to arrange a reply to be sent to you.

If you wish to discuss an issue with your local District Councillor but do not know his or her name, please ring Committee Services on 01962 848264 or email: css@winchester.gov.uk

If you wish to make your point without attending the meeting, you may wish to contact the following:-

Planning Policy & Transportation Matters - Steve Tilbury, Director of Development
01962 848292, stilbury@winchester.gov.uk

Environmental Health and Housing Matters - Bob Merrett, Director of Communities
01962 848165, bmerrett@winchester.gov.uk

Public Relations Matters - Ian Hogg, Corporate Communications Manager
01962 848251, ihogg@winchester.gov.uk

**THE WINCHESTER DISTRICT
LOCAL STRATEGIC PARTNERSHIP**

Winchester City Council is one of the key partners which make up the District's Local Strategic Partnership (LSP).

INSERT STRUCTURE DIAGRAM

APPENDIX 1: WINCHESTER CITY COUNCIL LOCAL DEVELOPMENT FRAMEWORK - PROGRAMME

PROJECT	2006					2007					2008					2009					2010																			
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A
Adopted Local Plan	Saved Plan																																							
Winchester District Local Plan Review	M					A	Saved Plan																																	
Statement Comm Involvement	Production					S			E				A																											
DPD's																																								
Core Strategy						Pre-production					Production					S			E						A															
Development Provision											Pre-production					Production										S	Adopt May 2011													
Development Control																					Pre-production					Adopt November 2011														
SPD's																																								
H3 Infill Policy																																								
Local Reserve Sites																																								
LAD's																																								
Chilbolton Avenue, Winchester	A																																							
Sleepers Hill, Winchester																																								
Compton Down, Compton																																								
Springvale Road, Kings Worthy																																								
VDS's																																								
Denmead																																								
Kings Worthy																																								
Olivers Battery																																								
New Alresford																																								
NDS's																																								
Fulflood																																								
Teg Down																																								
Review of existing VDS's & NDS's & SPD's not yet programmed →																																								

KEY

M	S	A
Modifications	Submission	Adoption/ammendment of Proposals Map for DPDs

Adopted Local Plan	Development Plan Documents
Saved Plan	Pre-production
Winchester District Local Plan Review	Production
Revision	Submission
Saved Plan	Examination Hearina

Statement of Community Involvement	Supplementary Planning Documents
Production	Pre-production
Submission	Production
Examination Hearina	Review

Tenants Participation Compact

(to be added)