

APPENDIX 3

Statement of Community Involvement Consultation Statement

London Borough of Barking and Dagenham
Planning Services

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List of Acronyms

BME	Black and Minority Ethnic
CVS	Council for Voluntary Service
EMPA	Ethnic Minority Partnership Agency
ESOL	English for Speakers of Other Languages
LBBD	London Borough of Barking and Dagenham
LDA	London Development Agency
LDF	Local Development Framework
LGBT	Lesbian Gay Bisexual and Transgender
LPA	Local Planning Authority
LSP	Local Strategic Partnership
PCT	Primary Care Trust
PPS12	Planning Policy Statement 12
REC	Racial Equality Council
SCI	Statement of Community Involvement

SECTION 1 - INTRODUCTION

Between April and July 2005, Groundwork East London carried out consultation activities on behalf of the London Borough of Barking and Dagenham's Local Planning Authority.

These activities were undertaken in order to involve local people and groups in preparing a draft Statement of Community Involvement (SCI) for the Borough, in accordance with Regulations 25, 26 and 28 of the Town and Country Planning Act 2004.

An SCI is a document which sets out the Council's vision for community involvement, and how the Council will involve the community in preparing the Local Development Framework (LDF). The comments and suggestions made during the consultation were used to inform the spirit and the detail of the draft SCI.

One of the main documents informing the SCI was the Community Strategy. As the Community Strategy was created by the community and reflects their views and priorities, this helped to ensure that the SCI is a robust document.

This report sets out the consultation activities which were carried out, and illustrates the soundness of the SCI in accordance with Planning Policy Statement 12 (PPS12).

SECTION 2 - CONSULTATION UNDER REGULATION 25

Pre-submission consultation of specific bodies

Before preparing the draft SCI, consultation was undertaken with statutory consultees, defined as specific consultation bodies, under Regulation 25, Paragraph (1) (a) of the Town and Country Planning Act.

Between April and July letters were sent to statutory consultees explaining that London Borough of Barking and Dagenham was conducting consultation on the preparation of its Draft SCI. Please refer to Appendix 3A for the letter. The following statutory consultees were contacted:

- London Borough of Newham
- London Borough of Redbridge
- London Borough of Havering
- London Borough of Bexley and
- London Borough of Greenwich.
- Greater London Authority
- Highways Agency

The Highways Agency was the only organisation to respond to the letter sent to statutory consultees. In their response they highlighted the Highway Agency's role as a statutory consultee, and we reflected this in our list of statutory consultees which can be found in Appendix 1 of the SCI Document.

Pre-submission consultation of general bodies

Consultation was also undertaken at pre-drafting stage of the draft SCI with general consultees, defined as general consultation bodies, under Regulation 25, Paragraph (1) (b) of the Town and Country Planning Act.

This consultation involved a large number of internal and external stakeholders including Council officers and partners relevant to the SCI project, and formation of an SCI steering group.

Meetings with stakeholders helped inform the officers drafting the SCI where gaps in consultation undertaken by the Council existed, and what types of consultation had worked well. Involving stakeholders at this pre-drafting stage was crucial as it allowed people to influence the scope and form of community involvement that the Local Planning Authority (LPA) will conduct. This front-loading of the SCI process had a positive effect on the draft SCI, as people's views were taken on board at an early stage and therefore few changes to the draft SCI document were needed later on.

SCI steering group

As part of the consultation of general bodies we coordinated an SCI steering group with relevant officers from throughout the Council and external stakeholders, where appropriate. The steering group comprised of representatives from Barking and Dagenham Council for Voluntary Service (CVS) and from the following Groups within the Council: Sustainable Development, Corporate Policy, Equalities and Diversity, Parks Development, Housing Strategy, Democratic Services, Regeneration Implementation, Community Development, Neighbourhood Management, Development Control and Education.

The steering group meetings brought together representatives from relevant areas of the Council and CVS who were able to share good practice on community involvement and shape the SCI.

The meetings ensured consistency between the SCI and other relevant Council policies (for example Equalities and Diversity and the Borough's Community Compact).

The steering group also provided a forum in which to 'cross check' SCI work and ensure that the initial consultation with the community and other external stakeholders was undertaken in an appropriate way. A summary of the issues raised and decisions made at the Steering Group meetings can be found in Appendix 3B.

Consultation with internal stakeholders

We also held a series of meetings with relevant Council officers considered to be internal stakeholders, with which we aimed to:

- Bring to the project an understanding of the Council's vision and principles for community involvement and consultation;
- Get views on the strengths/weaknesses of current community involvement and good practice to be championed in the SCI;
- Identify all other strategies and research with relevance to the SCI;
- Discuss the links between the SCI and other partners/ Council departments; and,
- Understand which groups in the community are traditionally under-represented.

The meetings brought up many useful comments and suggestions for how consultation could be carried out effectively. These comments were used to help to shape the SCI. The meetings held and key issues raised are summarised in Appendix 3C.

Consultation with external stakeholders and umbrella groups

We carried out a range of community involvement activities before drafting the Statement of Community Involvement. The external stakeholders consulted included representatives from local community and voluntary groups, partners, members of various forums and umbrella groups, young people and members of the public. The meetings held and key issues raised are summarised in Appendix 3D.

All individuals and groups who have been involved in consultation activities and/or have requested to be kept informed about the LDF process have been added to a mailing list, referred to as the LDF database.

In carrying out consultation with external stakeholders and umbrella groups we had the following aims:

- to give a large number of people quick, easy ways to contribute views;
- to target traditionally under-represented groups identified through discussions with the Council's Equalities and Diversity Manager; and,
- to involve the general public, especially people not part of organised groups who do not normally get involved in consultation exercises.

We used a range of techniques to achieve our aims including:

- visits and discussions with local groups;
- presentations to more formal Forums and networks;
- meetings/phone-calls with residents and representatives of groups;
- a newsletter survey;
- a stall at the Dagenham Town Show; and,
- workshops with young people; and,
- placing an advertisement in Citizen Magazine (a monthly magazine produced by LBBD which goes to all homes in the borough - refer to Appendix 3E for article).

In total over 300 people contributed to the project, including:

- Around 110 young people who took part in consultation workshops, including 90 Year Seven pupils from All Saints School and 20 young people from the Barking and Dagenham Youth Forum;
- Around 15 people at Marks Gate Agenda 21 Neighbourhood Partnership and the Gascoigne Network Group gave insights into the best ways to involve people at a neighbourhood level;
- 70 members of the public took part in an interactive display at the Dagenham Town Show (July 2005) with information about the LDF. People were asked to identify the best ways for the Council to involve local people, for example through workshops, local press, public meetings at the SCI stall at the Town Show (please refer to Appendix 3F for Town show and survey responses);
- 14 responses were received to 95 newsletter surveys, posted out to organisations including faith groups, voluntary and community organisations, ethnic groups and youth groups. More surveys were distributed at Community Forums, the Racial Equality Council (REC) and to people at meetings and events conducted in Stage 1 of the consultation, as outlined in Appendix 3D;
- Three responses were received to 99 surveys posted out to major developers who have submitted a planning application to the Council since January 2000;
- Representatives from a range of organisations providing services to Black and Minority Ethnic (BME) groups gave feedback through discussions at the Ethnic Minority Partnership Agency (EMPA), Refugee Forum and the Racial Equality Council;
- Representatives from twelve faith organisations including Jewish, Muslim and Christian groups gave their views at the Faith Forum;
- Disabled people and representatives from organisations providing services to disabled people gave their views at the Disability Equality meeting and at the Access and Planning Review Forum; and,
- Members of the Barking and Dagenham Partnership Social Cohesion subgroup contributed their views after a presentation to their meeting.

Please refer to Appendix 3D for a summary of the consultation activities.

The key issues which emerged from these discussions were:

- The importance of getting feedback to consultations, particularly explaining why views were or were not taken on board;
- Umbrella organisations and networks should be made full use of. Most umbrella organisations are happy to give advice on how to reach their members, and to give their own views on issues. Many have newsletters which are a good way to reach large numbers of people;
- Links need to be made with other consultation exercises planned to run at around the same time;
- Duplication should be avoided by making use of the results of previous consultation exercises;
- Efforts are needed to target under-represented communities;
- Plain English and easy to understand written materials are vitally important;
- Many people are interested in the planning issues covered in the LDF but feel that planning can be very hard to understand quickly. The questions being asked must be easy to grasp;
- It can be more effective to resource other organisations (e.g. youth, community groups) to consult their own communities;
- The importance of providing activities which are accessible, including for disabled people, people with English as a second language, people with low literacy and older people;

- Questionnaires and surveys have a use, but many people are sceptical about their value and feel they can be biased;
- The need to make it as easy as possible for people to take part, for example by using other events and meetings to 'piggyback' consultation activities rather than holding stand-alone meetings; holding events in places where people would be going anyway e.g. shopping centres, town centre; providing refreshments and, where appropriate, transport or childcare; and,
- The need to be clear about which decisions have been taken already and what the community can influence.

All of these ideas were taken on board and fed into the SCI.

SECTION 3 - CONSULTATION UNDER REGULATION 26

Pre-submission consultation on draft SCI

After undertaking the consultation activities detailed in Section 2 of this document we then used the feedback from the pre-submission stage to prepare the draft SCI document. This was followed by a period of consultation with internal stakeholders and the general community.

An advertisement was placed in the Barking and Dagenham Recorder on November 17 2005, to make the public aware that consultation on the SCI and LDF Issues and Options Papers was occurring. The advertisement outlined that consultation period ended on January 20, 2006 (extra time beyond the statutory 6-week period was given due to anticipated time constraints over the Christmas period). A copy of the advertisement can be found in Appendix 3G.

As the advertisement also explained, copies of the SCI document and Issues and Options Papers were available at local libraries, Dagenham Civic Centre, and Barking Town Hall, as well as being available on the Council's website or by post if requested.

A letter inviting comment on the draft SCI was sent to specific consultation bodies along with a copy of the Draft SCI (see Appendix 3H for a copy of the letter).

Everyone on the database was also sent an LDF newsletter and SCI questionnaire (Appendix 3I). Key groups and individuals on the LDF database who had expressed specific interest in the SCI were also sent a copy of the draft summary of the SCI.

Publicity posters were displayed at prominent locations throughout the borough including Council notice boards in libraries.

Presentations on the draft SCI were made to the following umbrella groups and forums for equalities:

- The Refugee Network
- The Lesbian, Gay, Bisexual, Transgender Network
- The Access Planning Review Forum
- The Marks Gate Agenda 21 Neighbourhood Partnership
- The Gascoigne Network Group
- The Tenants Federation
- The Executive Committee of Barking and Dagenham Chamber of Commerce
- The Barking and Dagenham Youth Forum

These groups were invited to make comments, and the key issues raised by these groups can be found in Appendix 3J.

We received six letters from general consultation bodies on the draft SCI and four completed questionnaires on the SCI from residents or other community groups/organisations. A summary of the main issues raised and how they were addressed in the SCI can be found in Appendix 3F.

Some feedback from consultation on the Draft SCI requested additional bodies to be included on our database. These bodies have been added and identified in Appendix 3K.

SECTION 4 - CONSULTATION UNDER REGULATION 28

Submission of documents and information to the Secretary of State

We amended the draft SCI in view of the comments received from various people and groups as a result of consultation undertaken. No major changes were made to the draft SCI. This was a result of the extensive consultation activities undertaken at the pre-drafting stage, as people's views were taken on board at an early stage and helped shape the SCI from the outset. Some minor changes were needed to improve the clarity of the document or as a result of comments made during consultation. Appendix 3J details where changes were made to the draft SCI document and the reasons for those changes.

Subject to approval by the Council's Executive the Council will submit the submission version of the SCI to the Secretary of State. We will then undertake six weeks of consultation on our submitted SCI. This consultation will be undertaken as follows:

- The submission version of the SCI will be available at Dagenham Civic Centre, Barking Town Hall and all libraries;
- The SCI will be available on the Council's website, with a statement explaining where and when paper copies of the document will be available for inspection and those individuals and groups can request that copies of the document to be posted to them.
- We will place an advertisement in a local paper which will be carried on (insert date) outlining how representations on the submission version of the SCI can be made, and when they need to be received by.
- We will send the submission version of the SCI and an accompanying letter to specific consultation bodies inviting them to make representations on the document.
- We will send a letter to general consultation bodies which will include everyone listed on the LDF database, outlining that we have submitted the submission version of the SCI to the Secretary of State and explaining where copies of the document are available, and how they can make representation on it.
- We will send copies of the submission version of the SCI to the SCI steering group outlining that the document has been submitted to the Secretary of State and explaining how they can make representations on it.

We will further publicise the availability of the submission version of the SCI through:

- Publicity posters displayed at prominent locations throughout the Borough including Council notice boards.



Translation services will also be offered.

If any representations are received during this period, we will:

- Send to the Secretary of State a statement of the number of representations made, copies of the representations, a summary of the main issues raised in representations. If no representations are made then we will send a statement to the Secretary of State outlining that no representation has been made. These statements will be sent in paper form and electronically;
- Make copies of representations received available at Dagenham Civic Centre, Barking Town Hall, and all libraries in the borough;
- Publish the representations received on the Council's website if practicable, or publish a summary of the representations if it is not practicable to publish the representation in its entirety;

- Publish an advertisement in the local paper outlining that representations and/or summary of representations can be viewed at the locations outlined above and on the Council's website;
- Send copies of all the representations received to the Planning Inspectorate and the Government Office for London;
- Include a response to the main issues raised in the representations, offering, where necessary, possible changes to the final SCI that would improve the document; and,
- If any representations ask for additional bodies/persons to be included on our database, we will take the most appropriate course of action.

APPENDIX 3A – EXAMPLE OF LETTER SENT TO STATUTORY CONSULTEES

		www.barking-dagenham.gov.uk	
Emma Watson Team Leader Planning Policy London Borough of Redbridge PO Box 2 Town Hall 128-142 High Road IG1 1DD		Reference: Phone: Fax: Minicom: E-mail:	SCI - EW 020 8227 3912 020 8227 3774 020 8227 3034 David.Joyce@lbbd.gov.uk
		19 th May 2004	
<p>Dear Emma</p> <p>Barking & Dagenham Statement of Community Involvement</p> <p>The Council is currently preparing its Statement of Community Involvement. We are currently involving the community and stakeholders in the drafting of the Statement of Community Involvement so that they are able to influence the scope and form of community involvement that will take place in relation to local development documents prepared as part of the Council's Local Development Framework as well as in relation to planning applications.</p> <p>As a designated Specific Consultation Body, the Council will send copies of all local development documents to your organisation for comment. Indeed, where appropriate the Council will seek your views during the preparation of documents.</p> <p>However, if you have further views about the way in which you wish to be consulted and wish to influence the form and content of the Council's Statement of Community Involvement, please contact me either by email, in writing or by telephone.</p> <p>Yours sincerely</p> <p>David Joyce Principal Planner Planning & Transportation Division Regeneration and Environment Department 127 Ripple Road Barking IG11 7PB</p>			
 2003-2004 Transforming Secondary Education			 INVESTORS IN PEOPLE

APPENDIX 3B - SUMMARY OF SCI STEERING GROUP MEETINGS

Date	Key issues raised
April 5 th 2005	<ul style="list-style-type: none"> • The role of SCI Steering Group was defined • The scope for monitoring and inputting into SCI was discussed • The role of SCI in development control in Barking and Dagenham • The different consultation methods for targeting communities
May 4 th 2005	<ul style="list-style-type: none"> • The importance of not duplicating consultation work • How different key bodies like the Local Strategic Partnerships (LSP) or Council for Voluntary Service (CVS) work together and fit into SCI process • The role of different departments within the Council in the SCI. • The role of Primary Care Trust (PCT) and LSP in SCI.
June 7 th 2005	<ul style="list-style-type: none"> • How the SCI consultation process will involve other groups such as local architects, businesses and Disablement Association • How London Development Agency (LDA) and Thames Gateway London Partnerships fit into SCI process • The importance of linking consultation activities with LDF database so that there is a comprehensive list of people who have been involved in the LDF process so that they can receive feedback on progress at each stage
July 26 th 2005	<ul style="list-style-type: none"> • Review, feedback and discussion of the draft SCI

APPENDIX 3C - CONSULTATION WITH INTERNAL STAKEHOLDERS

Meetings	Key issues raised
Meeting with Community Development Manager & Officer	<ul style="list-style-type: none"> • The SCI should have links with other Council documents including the Consultation Strategy, Community Development Toolkit • Links with forums for equalities should be made
Meeting with Democratic, Electoral and Members Services Manager	<ul style="list-style-type: none"> • Presentations to Community Forums must be relevant and have a clear purpose for local residents • Presentations can be dull – use pictures, no acronyms, no jargon • Invite questions and be clear on what you want comments on • Always provide feedback to Community Forums
Meeting with Development Control Manager	<ul style="list-style-type: none"> • Current process for consultation of planning applications was outlined at this meeting. Barking and Dagenham's Local Planning Authority (LPA) currently exceeds the minimum requirements for consultation on planning applications and encourages developers to consult with stakeholders if the proposed development may have an effect on the local community • Suggestions given for how pre-application consultation by developers can be done effectively
Meeting with Policy and Review Officer (with responsibility for consultation)	<ul style="list-style-type: none"> • Consultation is hard to 'police' as different departments are not always aware of each others' plans • The Council does not currently have a centralised consultation database containing details of local groups and stakeholders. This would be useful and should be developed. • More use of the Council's website for consultation would be welcome • There is a need for LDF consultation to be well publicised internally (i.e. within the Council) • The Citizens Panel is an effective way of conducting focus groups with representative groups of local residents and

Meetings	Key issues raised
	can be used in LDF and SCI consultation
Meeting with Equalities and Diversity Officer (Regeneration)	<ul style="list-style-type: none"> • Impact assessments assess the impact of policy on marginalised groups • Need for clear non-technical language and plain English in consultation materials, especially with planning issues. Consider low literacy levels <p>There should be more links between different consultations and consultation should take part earlier in the decision-making process.</p>

APPENDIX 3D - EXTERNAL CONSULTATION ACTIVITIES

The table below shows the consultation activities carried out, with the comments and suggestions arising from each. The comments and suggestions are summaries of points made by a number of individuals at each activity and may not reflect the organisations' overall views.

Activity	Outcome
Introduced project and distributed information to attendees at Eastbrook, Heath and Alibon Community forum	<p>Three people completed newsletter surveys at this meeting. The following comments were made:</p> <ul style="list-style-type: none"> • Local information should be posted through doors • There is not enough information about Community Forums • They should advertise events etc in shop windows, supermarket etc <p>See Appendix 6 for survey results.</p>
Article in Citizen magazine	<p>The Citizen is the borough's community magazine, produced monthly by LBBD. The article explained the changes that were happening to Barking and Dagenham's planning policies and how people could get involved. Please refer to Appendix 5 for a copy of the article.</p>
Presentation and discussion with Barking & Dagenham Chamber of Commerce Executive	<p>Barking & Dagenham Chamber of Commerce Executive made the following suggestions and comments:</p> <ul style="list-style-type: none"> • Businesses require enough time to make sensible judgements at a stage where their views can still influence decisions. • The quality of consultation materials is vital - plans/documents need to be 'bite size' and with all relevant information presented so it can be quickly understood! • The Chamber welcomes the opportunity to comment on developments and assist in consulting businesses. • 'Concept stage' is the best stage to involve businesses – before spending time on detailed proposals that can't be changed. • Chamber has a newsletter to 3,000 businesses and many meetings, events which can be targeted for consultation. Specific businesses can be targeted if issues relate to certain groups.

Activity	Outcome
Presentation and discussion with members of the Tenants Federation	<p>The Tenants Federation made the following suggestions and comments:</p> <ul style="list-style-type: none"> • Feedback is vital to consultation. • Members felt that consultation involves too much paper and box ticking - it should be more involving. • The Federation can provide links into tenants and residents' groups in the borough. • Residents groups know their local communities very well and should be involved at an early stage for local planning matters. • Members felt that focus groups can work (if their views are listened to). • They raised the need to explain why views given in consultation are not used, where necessary. • Members were keen to be clear on how the LDF fits in with other strategies and with decisions already taken.
Discussion with Marks Gate Agenda 21 Neighbourhood Partnership (community/residents group)	<p>Residents of Marks Gate made the following suggestions and comments:</p> <ul style="list-style-type: none"> • Consultation should be done locally, with meetings in neighbourhoods not at the Civic. • Consultation events should link in with other events on in the area. • People carrying out consultation should come out to talk to the people they want to consult, not the other way round. • There are exciting ways to get young people involved in consultation, e.g. through peer education and drama. • Consultation should include local groups but needs to go wider as well – most people are not involved in a group. • Residents need clarity on what has already been decided. Often consultation feels irrelevant, as if everything is already decided.

Activity	Outcome
<p>Discussion with Gascoigne Network Group (community / residents group)</p>	<p>Members of the Network Group made the following suggestions and comments:</p> <ul style="list-style-type: none"> • Consultation works best if those consulting take notice of what is said. Often it feels as if most decisions are already decided and consultation is a box ticking process. It is vital that there is honesty about what is going to happen. If some things are decided, it's best to say what they are. • There should be a distinction between informing people and involving them. • With an organisation as big as a Council and a place as large as a borough, consultation can feel like a token gesture. • Proposals and maps should be more widely circulated, e.g. around community centres and local places. • Instead of expensive exhibitions and meetings, existing groups should be resourced to inform and involve their local communities about planning and developments. • The Council needs to liaise internally when sending things out so you don't get ten surveys in one week.
<p>Presentation and discussion with members at the Refugee Forum</p>	<p>Members of the Refugee Forum made the following suggestions and comments:</p> <ul style="list-style-type: none"> • Networks such as this should be used to reach out to groups. • Residents need to feel that consultation provides a way to influence decisions. • Be clear about the timescales between consultation and change happening – it can be long and people lose interest as there is a perception that nothing is happening. • There is an important difference between consulting voluntary sector groups on issues relating to the sector, and approaching voluntary organisations to reach their clients/ members as residents.

Activity	Outcome
	<ul style="list-style-type: none"> • Community leaders can advise on the best way forward with consulting communities. • The scale and scope of consultation should reflect the size of the plans – for a local level, consult individuals. For ward level, consult communities and groups. For strategic level then more groups and community leaders should be involved. • Focus groups and discussions are good ways to consult. • Continued involvement and face to face contact is vital. • Planning letters are hard to engage with – need pictures, clearer English.
<p>Presentation and discussion at Disability Equality Meeting</p>	<p>Members of the Disability Equality Meeting made the following comments:</p> <ul style="list-style-type: none"> • Questionnaires can give rise to anxiety among people with learning difficulties. Face-to-face is easier than a survey, and more flexible. If there's a language barrier, you can work around it more effectively when you are face-to-face. Phone calls could be offered as an alternative on forms requiring written feedback. • Be aware of use of language. Use advice on etiquette and language contained in the Council's Disability Equality Booklet. • Consultation materials need to be available in other formats e.g. Braille, audio. • It's important to do initial research before consulting a group, so you can make your consultation relevant to the group. • Go and talk to individual people who know about the issue you are consulting on. That allows you to ask questions back to the interviewer and find out more. It also sends a message that your views are important to the interviewer. • A key issue is removing barriers, e.g. text, small print. Materials should be available in a minimum of 14 point type and plain English. Pictures if necessary.

Activity	Outcome
	<ul style="list-style-type: none"> • Would be good if there is a two page summary saying what people said in consultation. • It is hard to comment on a 50 page document, especially if a response is needed in 2 – 3 weeks!
<p>Discussion with members of Forum for the Elderly executive</p>	<p>Members of the Forum for the Elderly executive made the following comments:</p> <ul style="list-style-type: none"> • There are too many different meetings for different consultations and other issues. They should all be brought together. It sometimes feels as if different organisations are working on the same thing but separately. There is a lot of duplication. • Feedback to consultation is vital. It would be nice to have a report with the findings of the consultation, and if possible for the person to return to give an update. • When presentations the relevant officers should go, not a substitute, so that they are able to give answers to questions. • Community Forums are a good place to start for consultation. Transport is provided too, which some older people need. • Transport is important to help older people get to consultation. • Think about timing - some elderly people prefer not to travel in the evening. • Think about facilities - ensure that adequate facilities are in place when consulting with elderly people e.g. microphones. • The Citizen magazine is good for giving information. Also door to door leaflet drops. • People need encouragement to get involved. Consultation should be interesting.
<p>Presentation and discussion with members at Access Planning Review Forum</p>	<p>The Access Planning Review Forum members made the following comments:</p> <ul style="list-style-type: none"> • You need to find creative ways of communicating with people.

Activity	Outcome
	<ul style="list-style-type: none"> • There is sometimes a lack of replies to questions put at Community Forums • Consultation needs to be timely, i.e. conducted in plenty of time, before work is done. • We need to be sure that our views are going to be made use of. It sometimes feels like people consult and then do exactly as they wish. Various examples given of occasions when this group has been consulted and then ignored. • If the recommendations made through consultation are not then used, there should be an explanation of why that is the case. • You rarely hear the results of consultation; it would be helpful to see a report.
<p>Presentation and discussion with members at the Faith Forum</p>	<p>The Faith Forum includes representatives from many faith organisations. Members made the following comments:</p> <ul style="list-style-type: none"> • Consulting agencies often organise events and send out questionnaires to their own timescales, with no co-ordination. • It works well when people come to us on our own ‘turf’ – e.g. hold a consultation in a church ESOL (English for Speakers of Other Languages) class. Catch people where they are, e.g. places of worship, shops. Attach consultation to other activities. Going into groups that already exist is a good strategy. • Use websites as much as possible to show plans. • There has to be feedback. • Consultation must be tangible to people – at consultation stage it’s very theoretical and you need to try hard to get people to realise the implications. “Planning for Real” consultation techniques can work well. • Make it relevant and interesting, e.g. a juggler to entice them in!

Activity	Outcome
	<ul style="list-style-type: none"> • Tell people the restrictions– what has already been decided. • During consultation plans may look good, but the reality has a much bigger impact on people than they realised. • Faith communities are interested in more than just religious issues. • Very good consultation can be done with small groups, leading to great transfer of ideas. Surveys are much less useful. • Faith communities have specific needs – e.g. work at weekends can affect people’s ability to travel to church. • Affordable places of worship need to be planned in early. • Vital to assess what the impact will be on people’s relationships when new developments are planned. For example, tower blocks can lead to adverse effects on communities. • This forum is a good starting place for consulting with faith communities. However there is a risk that it could be seen as a tick box, and that must not happen.
<p>Presentation and discussion with members at the Lesbian, Gay, Bisexual and Transgender (LGBT) Forum</p>	<p>Members of the LGBT Forum made the following comments:</p> <ul style="list-style-type: none"> • People in LGBT communities may have particular needs around certain services. • Give a timescale and contact details for feedback. After the initial contact often you hear nothing again. • Get young people involved – e.g. design competitions. • Use visual aids e.g. mock-ups, DVDs. • Utilise forums like this and keep returning to them. • It often feels as if things are pre-determined. • Consultation activities should be inspiring and raise people’s aspirations.

Activity	Outcome
<p>Workshop at Barking and Dagenham (BAD) Youth Forum</p>	<p>Members of the BAD Youth Forum made the following comments:</p> <ul style="list-style-type: none"> • Innovative, creative ways are needed to get young people involved. • Make full use of technology (internet, numbers you can text ideas to). • Give updates on the development of the project. • Link planning to issues that affect us, like moving into your first home. • Use young people to do the consultation. • Have competitions and design competitions. Give prizes for unusual ideas. Give people incentives to give their views. • Don't be patronising or use jargon. Don't talk at young people and try to relate to us. Talks should be short and to the point. • Try going to Assembly at schools. • The information must be clear with no jargon and activities must be interesting.
<p>Discussion with Director of Barking and Dagenham Racial Equality Council (REC)</p>	<p>The Racial Equality Council made the following comments:</p> <ul style="list-style-type: none"> • Smaller groups respond well if you go to them. Meeting people in their own environment works well. • You can't target all groups, but pick a sample of groups and visit them. • You need to persuade people to come to events, e.g. provide lunch or identify a few key events that the communities you want to consult will be at, and go to these. • The key to effective consultation is using a range of methods. Provide information in other languages and ensure people know how to get it. • It can be cost effective to 'subcontract' consultation to

Activity	Outcome
	<p>local groups with access to the communities you want to reach.</p> <ul style="list-style-type: none"> • Umbrella groups like CVS, forums, REC, should be involved early on since you can take advantage of their mailing lists and knowledge of groups, and find out about events you can piggyback onto. • Get timescales right – you need more than a couple of weeks to reply.
<p>Presentation and discussion with members at the Ethnic Minority Partnership Agency meeting (EMPA)</p>	<p>EMPA made the following comments:</p> <ul style="list-style-type: none"> • There are lots of forms to fill in during consultation, but it feels as if less qualitative consultation takes place. • A downside to questionnaires is that the questions have already been designed. In an open meeting there is more flexibility for letting the discussion take its course. • Providing materials in other languages is important. • Often the timescales are so tight that even if you join a consultation group or go to a meeting, it feels as if the findings may not count. • Much more needs to be done to reach BME communities. • Information should be distributed to organisations through EMPA, CEN, and CVS etc. It could be useful to use umbrella organisations like EMPA to consult members.
<p>Presentation and discussion with Barking and Dagenham Partnership Social Cohesion subgroup</p>	<p>Members of the Barking and Dagenham Local Strategic Partnership subgroup for Social Cohesion made the following comments:</p> <ul style="list-style-type: none"> • Vital that people feel they have a role to play rather than being consulted because it is a legal obligation. • Feedback on why ideas were/weren't used would be good. • More consultation should be done on planning applications, especially bigger ones.

Activity	Outcome
	<ul style="list-style-type: none"> • Workshops at Partnership meetings could work for the LDF. • Commitment to plain English is vital.
Workshops with Year 7 classes at All Saints School	<p>Pupils at All Saints secondary school in Dagenham made the following comments:</p> <ul style="list-style-type: none"> • Visit schools and youth clubs to get youth input on projects which affect a particular area. Lunch hour is a good time in schools. • Have events especially for children, rather than expect us to come to events for adults. • Advertise youth events with signs e.g. in parks, shops. • Involve a large number of young people in taking decisions which affect us since we all have different tastes. • Rather than a meeting, run interesting or fun activities e.g. a competition for young people. • Set up schemes where young people can tell adults what they want rather than it always being the other way round. Young people could make presentations on what we think e.g. to groups of Council staff. • Involve young people not just in giving their ideas, but in choosing and designing new physical improvements.
Stall at Town Show	<p>The stall at the Town Show involved an interactive survey targeting members of the public to rate various techniques for informing local people about local developments, and various techniques for providing ways for local people to give their views.</p> <p>The results showed that residents' preferred method for receiving information from the council were local newspapers and the Citizen. Displays in libraries and shops were the next favourite methods.</p> <p>Although questionnaires came out as a preferred way of giving views, they also attracted more negative votes than any other method. Public meetings, activities in school,</p>

Activity	Outcome
	<p>staffed display and Council staff visiting local groups (e.g. playgroups, churches) were also popular methods for residents to give their views.</p> <p>See Appendix 6 for full summary of results of the survey.</p>
Newsletter survey	<p>This was sent by post to community groups and major developers, as well as being distributed via the REC; at the Community Empowerment Network Forum; Community Forum; and to people at other community involvement activities, as mentioned above.</p> <p>See Appendix 6 for results of survey questions and comments.</p>

APPENDIX 3E - POSTING IN THE JULY EDITION OF CITIZEN MAGAZINE

Be involved in the future

In future the Council's planning policies will be set out in a new set of documents called the Local Development Framework. It will cover everything from housing to parking and where shops, pubs, and restaurants should be built.

The Council wants to involve all sections of the community in preparing the Local Development Framework, including residents and local groups. It is now preparing a Statement of Community Involvement – a document setting out exactly how and when the Council will involve the local community.

The Council is keen to find out how local residents and groups want to be involved in the Local Development Framework, and would welcome the views of residents and groups. For more information or to take part in this major consultation, please contact Sarah Axtell at Groundwork East London on 020 8985 1755 or sarah.axtell@ground-level.org

APPENDIX 3F - TOWN SHOW AND SURVEY RESPONSES

Introduction

As part of the development of the Borough's Local Development Framework (LDF), the council wanted to improve its knowledge of how residents liked to receive information and give feedback. Residents' views on this issue were sought through both a postal questionnaire survey (in a newsletter) and a face to face survey of residents attending the Barking Town Show.

Residents' preferred methods of receiving information and giving feedback

The newsletter survey and the Town Show exercise asked residents to rate various techniques for informing local people about local developments, and various techniques for providing ways for local people to give their views.

As illustrated in figures one and two below, the results to the surveys showed that residents' preferred method for providing local people with information was through the local newspapers and the Citizen. Displays in libraries and shops were the next favourite methods.

Figure One - Results from question one: what's the best way of informing residents about local developments?

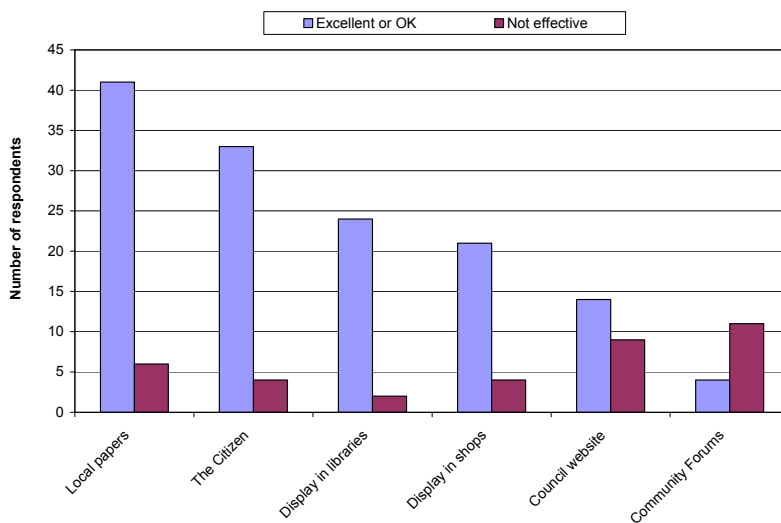
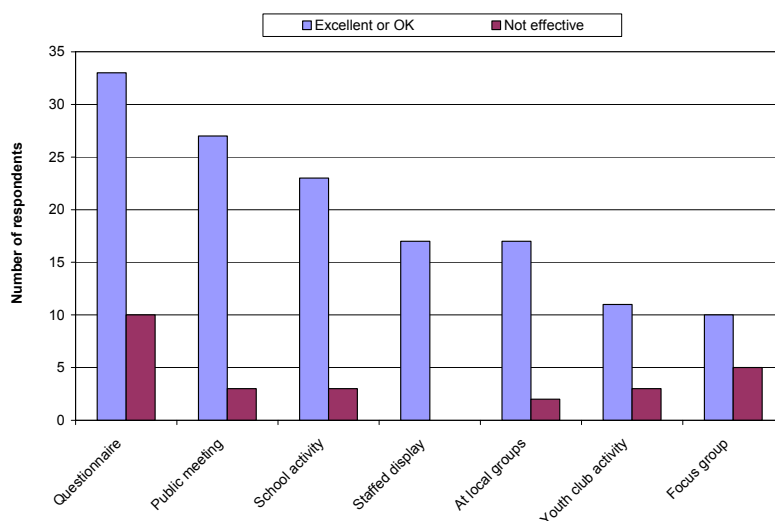


Figure 2 - Results from question 2: Please tell us how you'd prefer to give your views



Although questionnaires came out highly as a way of giving views, they also attracted more negative votes than any other method. Public meetings, activities in school, staffed display and Council staff visiting local groups (e.g. playgroups, churches) were also popular methods for giving views.

Improving Consultation

In order to find out how communication between the local community and Council could be improved, and how consultation could be carried out more effectively, participants were asked for feedback on the weaknesses in consultation they had experienced. Participants were also asked for suggestions on how consultation could be improved.

Weaknesses in consultation

Respondents were then asked three key questions to identify the weaknesses in the way consultation is carried out, suggestions on improving consultation, and identification of underrepresented groups. The questions and responses are detailed below.

Question 3: What are the weaknesses in the way consultation is carried out currently?

The response from participants was as follows:

- Decisions have already been made by Council officers and the Council's executive before the public or community representatives are consulted
- It isn't consultation. The council make announcements in newspaper articles telling people what is going to happen.
- It takes so long to do consultation people lose interest. There's enthusiasm at the start but it's too long winded.
- Lack of feedback
- Last minute dates of meetings (i.e. under 3 months)
- Never been informed of any planning consultation except through the Citizen. A personal letter would be better.

- People are consulted and then not fed back to as to how their ideas have been used/why they were not used. People feel disregarded - better not to have been consulted.
- The Council need to increase their transparency and ensure local people are able to access information ASAP through local press and Citizen magazine. This way more people can respond if they wish.
- There is no consultation. The Council just go ahead and do things.
- Usually date of consultation (Citizen) etc is often given after the consultation date (partially illegible).
- We don't feel consultation is carried out with the people who will really be affected by the changes. They need to come to the community not the other way round!

Question 4: Do you have any suggestions about how the Council should go about improving involvement and consultation with local people on planning matters?

Respondents gave us the following answers:

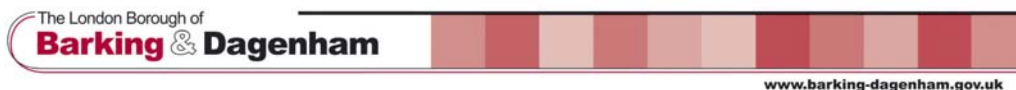
- The Council should make appointments and not assume that the people who have time to attend meetings are the only people to be consulted.
- Give feedback letting respondents know the information learned from consultation.
- Involve residents more and don't ignore residents' views.
- People need information through Citizen and local newspapers. They can then decide if they want to respond in writing if contact details are also included.
- Public meetings or focus groups with the community to debate/ recommend/ reject planning applications prior to meetings of the Development Control board.
- Put out a feeler first of all (e.g. a flyer), then do consultation to make sure everyone is aware of developments.
- Do individual postings, and make use of Community Forums and using the Citizen magazine.
- Use arts based methods

Question 5: Are there are groups or communities whose views you feel are currently underrepresented in Council consultations?

The following responses were given:

- Community Forum groups.
- Don't know - probably all ages feel they aren't adequately consulted.
- Local churches (but improving)
- People who are at work and not particularly active in the community.
- Religious groups

APPENDIX 3G - ADVERTISEMENT IN THE BARKING & DAGENHAM RECORDER



LOCAL DEVELOPMENT FRAMEWORK

1. CONSULTATION ON ISSUES AND OPTIONS PAPERS

The London Borough of Barking & Dagenham is creating a new plan for the borough called the Local Development Framework. This plan will help the Council when deciding what the best uses of land and buildings in Barking & Dagenham should be. The Council has produced nine issues and options papers for you to comment on. They are the first step in preparing the Local Development Framework and suggest different ways to address the planning issues facing Barking & Dagenham.

The nine issues and options papers for you to comment on are:

1. Vision for Planning our Borough
2. Site Allocation and Development
3. Environment
4. Community
5. Housing
6. Employment
7. Town Centres and Retail Issues
8. Transport
9. Your Neighbourhood

To help with the consultation we have prepared a summary document of the nine papers.

2. CONSULTATION ON DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

The Council has prepared a draft "Statement of Community Involvement". The purpose of this document is to explain how and when the Council will engage with the community and stakeholders on the preparation and revision of planning documents and the consideration of planning applications. The Council needs your views on how you would like to be involved in future matters and invites you to comment on the draft Statement of Community Involvement. A summary of the draft Statement of Community Involvement has also been prepared.

3. CONSULTATION ON SUSTAINABILITY APPRAISAL SCOPING REPORT

By law the Council must carry out a sustainability appraisal of the Local Development Framework. The purpose of sustainability appraisal is to promote sustainable development through better integration of social, environmental and economical considerations into the preparation of new plans. The Council has produced a scoping report (the first stage of the process). It provides details on the economic, social and environmental characteristics of the borough. We will use this information as a 'baseline' (starting point) to monitor the performance of the Local Development Framework.

The Council welcomes your views on the scoping report. To help with the consultation a non technical summary of the scoping report has been prepared.

HOW TO COMMENT

The issues & options papers, the draft SCI, and the scoping report for the sustainability appraisal of the LDF and its summary document will be available at:

- Your local library
- Dagenham Civic Centre
- Barking Town Hall
- Online at www.barking-dagenham.gov.uk
- On request by contacting us by telephone, email or in writing.

You can contact us at 020 8215 3000 or by email at planningpolicy@lbbd.gov.uk

Comments in relation to all three consultations should be made to the following address:

Sustainable Development Group
Barking Town Hall,
Third Floor,
Town Hall Square,
Barking,
IG11 7LU.

This notice takes effect from 22nd November. Comments should be received no later than 20th January 2006.



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INVESTORS IN PEOPLE

APPENDIX 3H - LETTER TO SPECIFIC CONSULTATION BODIES

«Title_» «First_Name_»
«Last_Name»
«Address_Line_1_»
«Address_Line_2_»
«County_»
«Postcode_»

Reference: LDF IP 001
Phone: 020 8215 3000
Fax: 020 8227 3774
Minicom: 020 8227 3034
E-mail: planningpolicy@lbbd.gov.uk

21st November 2005

««GreetingLine»»

Community Involvement in Barking and Dagenham's Local Development Framework

Important changes have been made to the Government's planning system which requires a new plan for the Borough to be created. This plan, called the Local Development Framework (LDF), will replace the existing Unitary Development Plan. It will help when deciding what the best uses of land and buildings in Barking and Dagenham should be, ultimately influencing how the borough will look and feel over the next 10-20 years.

The London Borough of Barking and Dagenham has produced three key documents which form the first stage of preparing the LDF:

- The draft **Statement of Community Involvement** detailing how and when the community and stakeholders will be involved with preparing the LDF and in considering planning applications.
- The **Issues and Options Papers** covering nine important topics which will need to be considered when preparing the new planning policies for the borough.
- The **Sustainability Appraisal Scoping Report** providing details of the economic, social and environmental characteristics of the borough. We will use the Scoping Report as a starting point for undertaking sustainability appraisal of the LDF.

The new system places an emphasis on early engagement with local communities, businesses and organisations in developing ideas and options to include in the LDF. This will enable more relevant and representative policies that will address the issues that affect you most to be developed.

As such, we welcome your comments on all of the above documents. They can be viewed on our website (www.lbbd.gov.uk) and also at Barking Town Hall, the Dagenham Civic Centre and all libraries in Barking & Dagenham. Copies can also be requested from the Planning Policy Team on 020 8215 3000 or by emailing planningpolicy@lbbd.gov.uk.



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INVESTORS IN PEOPLE

APPENDIX 3I - NEWSLETTER & QUESTIONNAIRE SENT TO EVERYONE ON LDF DATABASE (UNDER REGULATION 26)

Working Together to Plan Barking and Dagenham's Future



What's happening?

The Council is updating its planning framework for the next ten to twenty years. In doing so, we want to make sure that we involve the communities we are planning for, and we have produced a **Barking and Dagenham Statement of Community Involvement** – a document that explains how we plan to go about doing this.

What's the Statement of Community Involvement about?

The enclosed leaflet is a summary of the Statement of Community Involvement. It's a draft version, and this is your opportunity to comment on what we're proposing, using the questionnaire on the back of this newsletter.

There are two aspects to the Statement:

1. How we will involve people in developing the Local Development Framework (LDF) that will help to guide development in the Borough;
2. How people can get involved in decisions on planning applications for development in the Borough.

How you can comment

All comments made on the draft Statement of Community Involvement will be considered by the Council in the preparation of the final version of the Statement of **Community Involvement**, to be submitted to the Secretary of State next year. The enclosed document is a summary. Copies of the full Statement of Community Involvement can be viewed at civic buildings and libraries, and at www.lbbd.gov.uk. We'd like to hear your comments on the Statement of Community Involvement. Please complete the survey overleaf, call Fozia Ismail at Groundwork East London on 020 8985 1755 or email fozia.ismail@ground-level.org

Do you need a translation?

□ **Somali:** Haddii ay dhibaato kaa haysato fahmitaanka waraaqdan sababta oo ah af Ingiriisida oo aan ahayn luqaddaada koowaad, waxaad weydiisan kartaa turjumaad adigoo saxaya mid sanduuqyada kamid ah. Ku buuxi magacaaga iyo cinwaankaaga kadib foomkan ku soo celi cinwaanka hoose.

□ **French:** Si vous avez des difficultés à comprendre ces informations car l'anglais n'est pas votre première langue, vous pouvez demander à en obtenir une traduction en cochant use des cases. Indiquez vos nom et adresse et retournez ce formulaire à l'adresses figurant ci-dessous.

□ **Turkish:** Ýngilizce'nin ilk diliniz omamasý nedeniyle bu metni anlamakta güçlük çekiyorsanız, alttaki kutulardan birini işaretleyerek belgenin dilinize çevirisini isteyebilirsiniz. Bu forma isminizi ve adresinizi yazarak aşağıdaki adrese gönderin.

□ **Albanian:** Nësë e keni vështirë për të kuptua këtë sepse Englishkta nuk është gjuha e juaj amtare, ju mund të kerkoni një përkthim duke e shënuar njërin nga katrorët. Plotësojeni emrin dhe adresën tuaj dhe kthejeni këtë formë në adresën më poshtë.

□ **Polish:** Dzielnica Barking i Dagenham na twoją prośbę może tłumaczyć większość publicznych dokumentów na liczne języki. Zapewnimy także duży druk i nagrania dla mieszkańców z problemami wzroku. Żeby uzyskać więcej informacji, skontaktuj się z Equality and Diversity Team (Zespołem do spraw Równouprawnienia i Różnorodności).

□ **Swahili:** Manispaa ya Barking na Dagenham inaweza kutafsiri makaratasi/maelezo mengi ya umma kwa lugha nyingi zinapoombwa. Pia kwa wakazi wasio ona vizuri, tutachapisha maelezo hayo kwa herufi kubwa au kuwapa kaseti kusikiliza. Kwa maelezo zaidi tafadhali wasiliana na timu yetu ya Usawa na Mchanganyiko wa watu (Equalities and Diversity Team):

Fozia Ismail, Groundwork East London,
Freepost LON 18979, 6 Lower Clapton Road,
London, E5 0BR

Groundwork East London are working with Barking and Dagenham Council to prepare the Statement of Community Involvement



What do you think of the Draft Statement of Community Involvement?

1. Does the Draft Statement of Community Involvement (SCI) clearly show how the community can get involved in the planning process, in a timely and accessible way?

Very clearly Good Moderate Limited No

If no, are there any measures you think would help improve community involvement?

2. Is the list of techniques for community involvement described relevant/ suitable for all sections of the community and for the LDF documents?

Very relevant Good Moderate Limited Not relevant

If not, which other techniques would you add?

3. Will the community involvement methods for consulting on Planning Applications provide opportunities for all communities to provide reaction and response?

Yes No

If no, are there any measures you consider could help improve community involvement?

4. Has the SCI provided you with a clear explanation of the Local Development Framework?

Very clear Good Moderate Limited None

5. Have we identified all the groups which are currently under-represented? (See section 2.4)

Yes No

If no, are there any groups you consider to be under-represented which we have missed out?

6. Is the SCI easy to understand and written in plain English?

Very clear Good Moderate Limited None

7. Are there any points on which you aren't clear?

Yes No

If yes, what are these?

8. Do you have any more comments on the Draft Statement of Community Involvement?

9. Are you interested in being consulted on other aspects of the Local Development Framework or Sustainability Appraisals?

- Vision for planning our borough
- Site allocation and development
- Environment
- Community
- Housing
- Employment
- Town centres and retail issues
- Transport
- Your neighbourhood

10. Would you like to be notified when the revised SCI is submitted to the Secretary of State for independent examination, and when the SCI is adopted by the Council?

Yes No

Your details

Name:

Address:

Telephone number:

E-mail address:

Name of your organisation:

Equal Opportunities

In order that we can find out if our consultation techniques are reaching a broad range of groups, we would be grateful if you could provide the following information. All individual information will be treated in strictest confidence.

Gender: Male Female

Age: 10-15 16-25 26-35

35-55 56-65 66+

Do you have a disability? Yes No

Please indicate which of the following you consider best applies to you:

White, British White, Irish

White, other

Black or British, Black Caribbean Black or British, Black African

Black or British, other Black

Mixed, White and Black Caribbean Mixed, White and Asian

Mixed, White and Black African Mixed, other mixed

Asian or Asian British, Pakistani Asian or Asian British, Indian

Asian or Asian British, Bangladeshi Chinese

Other ethnic group; please specify _____

Don't know/don't want to answer

**Thank you for completing this survey. Please send your completed questionnaire either to LB Barking and Dagenham, or to:
Fozia Ismail, Groundwork East London
Freeport LON 189796, Lower Clapton Road
London E5 0BR**



The deadline for comments on the draft Statement of Community Involvement is Friday 20th January 2006.

APPENDIX 3J – CONSULTATION ON DRAFT SCI WITH KEY UMBRELLA GROUPS

The table below shows the consultation activities carried out and the key issues from each. The key issues are summaries of points made by a number of individuals at each activity.

Forum	Key issues raised
<p>Presentation to the Refugees Network</p> <p>8th November 2005</p>	<ul style="list-style-type: none"> • One member asked what commitment there was to taking the SCI findings on board. We responded that it is a statutory document which the Council is bound to follow, after adoption. • One member asked how the implementation of the SCI would be monitored by the community, and what accountability there would be to the community. Carl Blackburn director of CVS commented that there will be an annual audit of consultations under the Compact. There may be potential for including monitoring of the LDF consultation and SCI commitments through this process? We commented that there is a role for councillors as elected officials to scrutinise the Council's work. • 15 people were present.
<p>Presentation to the LGBT Forum</p> <p>15th November 2005</p>	<ul style="list-style-type: none"> • Overall the response to the draft SCI was positive. The group felt that their comments had been taken on board and had no further comments to make. • 12 people were present
<p>Presentation to Access Planning Review Forum (APRF)</p> <p>15th November 2005</p>	<ul style="list-style-type: none"> • Overall the draft SCI was received positively by the group • One member asked why Groundwork East London was involved rather than APRF having direct access to Planning. We responded that we are simply involved in preparing the SCI and that we are working closely with the Local Planning Authority on this. • Members commented that there is a diversity of ideas in the SCI which cover the points made by APRF members at our first meeting in the Summer. • One member commented that contractors should also have to follow the feedback rules of the SCI. • One member was concerned that the SCI will not apply to the major developments undertaken through the UDC. • There was discussion as to what is meant by 'timeliness' for consultation, since this would

Forum	Key issues raised
	<p>obviously be different for a major development than for a minor one. One member suggested that a good rule of thumb would be to give people one day per page of document to be read, plus three days for replying.</p> <ul style="list-style-type: none"> • 9 people were present.
<p>Presentation to Marks Gate Agenda 21 Neighbourhood Partnership</p> <p>15th November 2005</p>	<ul style="list-style-type: none"> • The group felt that their views were taken on board and had no further comments to make. • 15 people were present.
<p>Presentation to Gascoigne Network Group</p> <p>15th November 2005</p>	<ul style="list-style-type: none"> • The group response was positive. They felt that their views were taken on board and no further comments to make. • 10 people were present.
<p>Presentation to the Tenants Federation</p> <p>16th November 2005</p>	<ul style="list-style-type: none"> • There was no further feedback on the draft SCI. • 19 representatives of local tenants and residents organisations were present.
<p>Presentation to Executive Committee of BD Chamber of Commerce</p> <p>6th December 2005</p>	<ul style="list-style-type: none"> • The members were happy to endorse the SCI and those who were present at the first meeting agreed that we had included their views. • A member commented that the SCI is meant to be about seeking community input to create a robust consultation process for the LDF; however the consultation for the LDF is already underway before the SCI has even been adopted or finalised. We commented that the principles and recommendations in the SCI are already being followed by those responsible for arranging the LDF consultation. We also commented that the Draft SCI is a document which has arisen from extensive community involvement, so hopefully it reflects community aspirations. • A member commented that the Planning department had discussed holding a consultation event with the Chamber, but that there may not be enough money in the consultation budget to go ahead. The member expressed his disappointment. • 11 people were present.
<p>Presentation to BAD</p>	<ul style="list-style-type: none"> • The young people had no further comments or

Forum	Key issues raised
Youth Forum 21 st December 2005	suggestions to add to the Statement of Community Involvement. <ul style="list-style-type: none"> • 18 young people from the Youth Forum were present.
Production of a newsletter and questionnaire (Appendix 9)	<ul style="list-style-type: none"> • Sent off with Draft Summary of SCI to 270 participants, made up of residents, businesses and various organisations.

APPENDIX 3K - SUMMARY OF MAIN RESPONSES & CHANGES TO THE DRAFT

Tables 1, 2, and 3 below highlight the representations on the draft SCI, key issues raised and how these issues were addressed in the submission version of the SCI, and if the SCI did not change the justification for no alteration being made.

Table 1 - Umbrella groups representations

Representation/Comment	Organisation/individual	Recommended Modification
<p>General Comments:</p> <p>How would the SCI be monitored by the council and what accountability would there be to the community?</p>	The Refugee Network	<p>Comment noted.</p> <p>The following paragraph was inserted in Section 3.8 (under monitoring and mechanisms for review of the development plan) in order to clarify the point raised by a respondent:</p> <p>“A Consultation Statement will be made available at various stages of SPD and DPD preparation. Each Consultation Statement will give details of who was consulted, at what stage, and how views were or were not taken on board and the reasons why. The public will therefore be able to scrutinise the consultation undertaken, and challenge the subsequent policy decisions if consultation was not consistent with that set out in the SCI. The Consultation Statement will be made available at preferred options, submission, and adoption stages of DPDs, and at draft and adoption stages of SPDs.”</p>
<p>General Comments:</p> <p>Will the SCI apply to major developments undertaken through the UDC?</p>	Access Planning Review Forum	<p>Comment Noted</p> <p>Yes as the Council will usually undertake consultation on behalf of the UDC.</p> <p>No change to text</p>
<p>General Comment</p> <p>Thames Water is the statutory sewage undertaker and should</p>	Thames Water	Thames Water is covered in Appendix 5.1 of the SCI (Thames Water is a sewerage and water undertaker and are therefore covered under number 17). They are already consulted on

Representation/Comment	Organisation/individual	Recommended Modification
<p>therefore be listed under Appendix 5.1: Statutory Consultees</p> <p>Adequate time should be allowed to consider development options and proposals so that an informed response can be given</p>		<p>major planning applications. No change to text</p> <p>Comment noted – no change to text. Refer to section 2.3 a) on Timeliness- “We will consult in enough time for views to be fed into decision making. We also provide enough time for people to respond to consultation.”</p> <p>No change to text</p>
<p>General Comment</p> <p>Section 3 Paragraph 3.2. Developers should be receiving draft documents and other mail drops, as well as developer liaison groups/forums to keep them included and up to date with the LDF process</p>	Bellway	<p>Developers on the Planning Application register are already informed. Those developers who are on the LDF database/ mailing list will be mailed at appropriate stages and informed here the documents can be found. We already send information and updates to developers who we know are operating in the area or who have made themselves known to us. Documents can be found on the web, and due to resource implications we can not commit to sending documents to all developers.</p>
<p>Section 4.3 sets out the Council’s requirements for pre-application discussions and early community consultation by developers. We feel proposed requirements should be used as guide only</p>	Bellway	<p>The wording in Section 4.3 highlights that council will ‘encourage developers’ to consult with the community, and should therefore be seen as a guide. However it is in developers’ best interests to meet minimum requirements.</p> <p>No change to text</p>
<p>The Metropolitan Police Authority (MPA) should be added to the list of general Consultees in Appendix 5.3 of the SCI</p>	CgMs consulting on behalf of the MPA	<p>Comment noted. MPA have been added to the list of general consultees in Appendix 5.3 of the SCI.</p>
<p>The MPA request that the section 4 of the SCI is updated to reflect the MPA’s consultation needs They have requested that</p>	CgMs consulting on behalf of the MPA	<p>The Metropolitan Police Authority are regularly consulted on matters of design on “significant development proposals” (as defined by the MPA) and on smaller applications.</p>

Representation/Comment	Organisation/individual	Recommended Modification
they be consulted on “all planning applications concerning significant development proposals”. Their suggested threshold is for development schemes compromising more than: 100 residential units; 5000m ² of floor space, or 100 car parking spaces.		
General Comment Highlighted that as a statutory consulted, they should be on the list of statutory Consultees in Appendix 5.1 of the SCI.	Highways Agency	Comment noted. The Highways Agency are listed in Appendix 5.1 in the SCI.
General Comment The SCI was simply and clearly set out and generally sound	Government Office for London	Comment noted. No change to text
No comment on SCI	Mono, on behalf of the Mobile Operators Association	No change to text
No comment on SCI	Drivers Jonas on behalf of Cemix UK materials ltd	No change to text

Table 2 – Representations Expressed Through Responses to LDF Newsletter and Questionnaire (Appendix 9)

Question	Individual/ Organisation	Response	Recommendation
<p>1. Does the Draft Statement of Community Involvement (SCI) clearly show how the community can get involved in the planning process, in a timely and accessible way?</p>	Ted Parken Barking College	Yes	No Change to text
	Jeff Smith- Jestico &Whiles	Yes	No change to text
	Mr N Wood Royal British Legion Bowls Club	No	Comment noted- but did not offer why that was or offer any other measures that would help improve community involvement.
	Elizabeth Carabine- Capita Symonds Ltd	Yes	No change to text No Change to text
<p>2. Is the list of techniques for community involvement described relevant/ suitable for all sections of the community and for the LDF documents?</p>	Ted Parken Barking College	Yes	No Change to text
	Jeff Smith- Jestico &Whiles	Yes	No Change to text
	Mr N Wood Royal British Legion Bowls Club	Moderately suitable	No Change to text
	Elizabeth Carabine- Capita Symonds Ltd	Yes	No Change to text
<p>3. Will the Community Involvement methods for consulting on Planning Applications provide</p>	Ted Parken Barking College	Yes	No Change to text
	Jeff Smith- Jestico	Yes	No Change to text

Question	Individual/ Organisation	Response	Recommendation
opportunities for all communities to provide reaction and response?	&Whiles Mr N Wood Royal British Legion Bowls Club	No	Comment noted but no other methods were offered that could help improve community involvement for planning applications No change to text
	Elizabeth Carabine- Capita Symonds Ltd	Yes	No change to text
4. Has the SCI provided you with a clear explanation of the Local Development Framework?	Ted Parken Barking College	Yes	No change to text
	Jeff Smith- Jestico &Whiles	Yes	No change to text
	Mr N Wood Royal British Legion Bowls Club	Moderately so	No change to text
	Elizabeth Carabine- Capita Symonds Ltd	Yes	No change to text
5. Have we identified all the groups which are currently under-represented? (See section 2.4 of Draft SCI Summary)	Ted Parken Barking College	Yes	No change to text
	Jeff Smith- Jestico &Whiles	Yes	No change to text
	Mr N Wood Royal British Legion Bowls Club	No-particularly parks & sports groups.	Comment Noted The following Parks and Sports groups are on the LDF database/ mailing list: <ul style="list-style-type: none"> • Association of National Park Authorities • Council for National Parks

Question	Individual/ Organisation	Response	Recommendation
	Elizabeth Carabine- Capita Symonds Ltd	Yes	<ul style="list-style-type: none"> • Dagenham Angling Association • Friends of St Chad's Park • The Ramblers Association (local and national groups) • English Sports Council • Sport England (London and Greater London offices) • National Playing Fields Association. <p>We already send info/updates to parks and sports groups who we know are operating in the area or who have made themselves known to us.</p> <p>We therefore feel that parks and sports are represented in SCI; however we welcome more groups to be added on the list so that they can be kept up-to-date and participate in policy formulation as well.</p> <p>No change to text</p> <p>No Change to text</p>
6. Is the SCI easy to understand and written in plain English?	Ted Parken Barking College	Yes	No Change to text
	Jeff Smith- Jestico	Yes	No Change to text

Question	Individual/ Organisation	Response	Recommendation
	&Whiles		
	Mr N Wood Royal British Legion Bowls Club	Yes	No Change to text
	Elizabeth Carabine- Capita Symonds Ltd	Yes	No Change to text
7. Are there any points on which you aren't clear?	Ted Parken Barking College	No	No Change to text
	Jeff Smith- Jestico &Whiles	No	No Change to text
	Mr N Wood Royal British Legion Bowls Club	No	No Change to text
	Elizabeth Carabine- Capita Symonds Ltd	No	No Change to text
8. Do you have any more comments on the Draft Statement of Community Involvement?	Ted Parken Barking College	No	No Change to text
	Jeff Smith- Jestico &Whiles	Yes- It is a clear and concise document well laid out and presented	Comment Noted No Change to text
	Mr N Wood Royal British Legion Bowls Club	No	No change to text
	Elizabeth Carabine- Capita Symonds Ltd	Yes- the table in section 4.2 is very useful for clarifying the timing & methods for consultation. Efforts to link LDF	Comment Noted No change to text

Question	Individual/ Organisation	Response	Recommendation
		<p>consultation with other consultation exercises are important and it is good this has been considered at every stage. This will aid understanding of the planning process and the purposes of documents e.g. sustainability appraisals</p>	

Table 3 - Internal officer comments and subsequent changes to SCI

Representation/Comment	Modification
<p>Section 1.1- Amendments to Paragraph 3. Information is needed to clarify minimum levels of consultation required by law for the submission version SCI Document</p>	<p>The following sentence added to Section 1.1 Paragraph 3 “Please refer to the table in section 4.2 for the minimum levels of community involvement required by law for consulting on planning applications”.</p> <p>This reference was added to make it easier for readers who want to quickly access the information on the minimum levels of consultation.</p>
<p>Section 1.2- Further details are needed to show how the community can influence and comment on LDF documents and applications.</p>	<p>The following sentence added to Section 1.2 “Please refer to section 3.6, Figure 4 for an outline of how communities will be consulted”.</p>
<p>Section 1.4 – needs to reflect the changes in the LDF structure as there will now be seven DPDs.</p> <p>LBBB Public Realm Strategy will now form part a supplementary planning document (the Urban Design Framework).</p> <p>Broad Street Planning Brief has been removed as a sensible decision was taken to develop a planning brief which does not require supplementary planning document status.</p>	<p>The following sentence was modified to indicated that the LDF will now be made of seven, not nine, DPDs: ‘Barking and Dagenham’s Local Development Framework will initially be made up of seven Local Development Documents’. (</p> <p>These two former DPDs - LBBB Public Realm Strategy and The Broad Street Planning Brief - have therefore been removed from Figure 1.</p> <p>As an SA will now be undertaken of The Urban Design Framework, this document has replaced the Public Realm Strategy in the list on page 8.</p>
<p>Section 2.3 ‘Community Plan’ is referred to and this should be ‘Community Strategy</p>	<p>This section was modified accordingly so as to be consistent as the Community Strategy is the specific document referred to in this Section.</p>
<p>Section 2.4 Include reference to the Council’s Consultation Strategy and Toolkit which is currently under review.</p>	<p>Reference to the Consultation Strategy and Toolkit added (in section 2.4 paragraph 4) in the section detailing where to find more information about how to involve different groups in consultation.</p>
<p>Section 3.2 Members Matters magazine is too specific a way in which to communicate to LDF Steering Group</p>	<p>The following sentence in section 3.2 (<i>Members</i>) “their magazine Members Matters” is replaced with “the Council’s internal communication procedures”</p>
<p>Section 3.2 Reference to the subgroups of the LSP needs to be amended as the number of subgroups has changed from six to four due to restructuring of the LSP and subgroups. The LSP subgroups are now consistent with the four funding blocks associated with Local Area Agreements.</p>	<p>The reference to the number of subgroups in the section <i>Barking and Dagenham Partnership</i> has been changed from six to four.</p>

Representation/Comment	Modification
<p>Section 3.3- Amendment to Stage 1: Issues and Options Stage</p> <p>It will not always be appropriate to produce issues and options papers, for example if a lot of consultation and research has already been undertaken on an issue. This should be reflected in the section on Stage 1: Issues and Options Stage</p>	<p>The following sentence was changed from “The Council will produce a set of Issues and Option Papers” to “If appropriate the Council will produce a set of issues and options papers”.</p> <p>The following paragraph was also incorporated: “If extensive consultation on a particular topic has already been undertaken then the results of the consultation activities will be used to inform the policy options presented to stakeholders. Therefore consultation activities will be more limited and will build on what we already know in order to avoid consultation fatigue that may arise if stakeholders are asked the same questions more than once.”</p>
<p>Section 3.3 - Stage 1 - Issues and Options Stage</p> <p>Reference to ‘Local Development Framework document’ should be removed and replaced with a reference to ‘Development Plan Document’ as DPDs have already been introduced in this section, and we are specifically talking about consultation about DPDs not SPDs in this section.</p>	<p>Reference to ‘Local Development Framework document’ has been replaced with ‘Development Plan Document’.</p>
<p>Section 3.3- Stage 1 - Issues and Options Stage</p> <p>Further information is needed to clarify why the council is consulting on Issues and options (i.e. that the results of consultation will help inform the DPDs produced).</p>	<p>The following sentence has been added to the Issues and Options Stage in Section 3.3.</p> <p>“The papers and subsequent feedback will inform the policies produced as part of the LDF (refer to paragraph 3.3)”</p>
<p>Section 3.3- Amendments to Stage 1: Issues and Options Stage</p> <p>The reference to the Issues and Options Papers is too specific to the documents included in the current local development scheme (LDS). This section needs to be more general to be applicable to future documents as well as documents currently in preparation.</p>	<p>The following section was removed “The following issues papers will be produced to inform the first set of DPDs to be produced as part of the LDF (refer to Paragraph 3.3)</p> <ul style="list-style-type: none"> • Vision • Development • Location/growth • Environment • Transport • Housing • Community • Town Centres • Employment • Local Area Issues” <p>This was replaced by the following paragraph:</p>

Representation/Comment	Modification
	<p>“The Issues and Options Papers will be produced by theme and will cover topics which members of the borough’s community can relate and contribute to, for example: a vision for the borough; environment; transport; housing; community; town centres; and, employment.”</p>
<p>Section 3.3 - Stage 1 - Initial Sustainability Appraisal Work Change of wording needed to make the document more consistent and specific.</p>	<p>The following words were deleted “key community groups” and replaced by “Stakeholders”</p> <p>“Consultees” deleted and “Four statutory SA/SEA bodies (see Appendix 2)” was added.</p>
<p>Section 3.4</p> <p>Re-word section on SPDs to reflect the removal of the two SPDs illustrated in the Draft SCI.</p> <p>The reference to the LBBB Public Realm Strategy and Broad Street Planning Brief has been removed and explains that one SPD will be prepared initially.</p>	<p>Paragraph 3.4 has been reworded from:</p> <p>“Supplementary Planning Documents provide extra guidance to supplement the policies and proposals in the Development Plan Documents. The Supplementary Planning Documents (SPDs) to be prepared are (these may be added to at a later date):</p> <ul style="list-style-type: none"> (i) LBBB Urban Design Framework (ii) LBBB Public Realm Strategy (iii) Broad Street Planning Brief” <p>And has been changed to the following:</p> <p>Supplementary Planning Documents provide extra guidance to supplement the policies and proposals in the Development Plan Documents. Initially Barking and Dagenham will produce one SPD (this may be added to at a later date) - the LBBB Urban Design Framework.</p>
<p>Section 3.4</p> <p>Sentences slightly re-worded to make it clearer that there will be one formal period of consultation on draft SPDs, but that informal consultation will occur in the preparation of the document.</p>	<p>The paragraph has been changed from:</p> <p>There is one stage where the community can get involved in the preparation of Supplementary Planning Documents. This will be a consultation period for each SPD lasting six weeks.</p> <p>It now reads:</p> <p>There is one formal stage where the community can get involved in the preparation of Supplementary Planning Documents. This is a consultation period for each SPD lasting six weeks.</p>
<p>Section 3.4</p> <p>Sentences have also been slightly re-worded to make the section more generic regarding preparation of SPDs (now and in the future).</p>	<p>Paragraphs have removed references to ‘the SPD’. This has been replaced with references to ‘an SPD’ and ‘each SPD’.</p>
<p>Section 3.5 – What will we do to involve the</p>	<p>The reference to community forums has been</p>

Representation/Comment	Modification
<p>community at each stage? Reference to 'community forums' should be removed as the community forums are currently undergoing a review and at the time of print there was no certainty regarding their future. We will therefore use whatever means the review suggests is best to target the general community.</p>	<p>removed and replaced with 'community meetings'.</p>
<p>Section 3.5- What will we do to involve the community at each stage? Amendment to list in part c) Opportunities to participate in more detail. A Council review of Citizens Panels is currently being undertaken and as a result the Citizens Panels may cease to exist.</p>	<p>References to the 'Citizens panel' have been removed and replaced with 'focus groups with residents'.</p>
<p>Section 3.6 - Amendments to table in Figure 4 in order to make it more clear what consultation bodies are referred to.</p>	<p>The following changes have been made:</p> <ul style="list-style-type: none"> - "Members Matters" deleted as it is too specific. This has been replaced with "Briefing to Members" - Reference to "Equality Forum" has been amended and now reads "Forums for Equality" to make it clear that there are several different forum groups. Reference to "Community Forums" has been removed and replaced with 'community meetings' due to the review of Community Forums and the uncertainty over their future.
<p>Section 3.7 – Reference to 'Planning Policy and Strategy Team' should be made more generic as the Team referred to was too specific. Secondly as the Council is undergoing restructuring team names may yet alter. Therefore a more general name should be used.</p>	<p>Reference to the 'Planning Policy and Strategy Team' has been removed and replaced with the Divisional name – 'Spatial Regeneration'.</p>
<p>Section 3.8 – Monitoring and Mechanisms for Review of the Development Plan Add a paragraph that's sets out clearly how stakeholders and people interested in the LDF process would be able to make sure that the SCI has been adhered to in preparation of SPDs and DPDs.</p>	<p>The following paragraph was added for clarification:</p> <p>"A Consultation Statement will be made available at various stages of SPD and DPD preparation. Each Consultation Statement will give details of who was consulted, at what stage, and how views were or were not taken on board and the reasons why. The public will therefore be able to scrutinise the consultation undertaken, and challenge the subsequent policy decisions if consultation was not</p>

Representation/Comment	Modification
	consistent with that set out in the SCI. The Consultation Statement will be made available at preferred options, submission, and adoption stages of DPDs, and at draft and adoption stages of SPDs.”
<p>Section 4.3 – How we involve the community before applications are made</p> <p>Add a reference to the Consultation Strategy & Toolkit and consultation board as these are also documents/boards developers are encouraged to use and comply with.</p>	Reference to the Consultation Strategy & Toolkit and consultation board has been added in Section 4.3.
<p>Section 5.1 – Statutory Consultees for Development Plan Documents</p> <p>Appendix 1- London Thames Gateway Unitary Development Authority needs to be added to list of Statutory Consultees</p>	London Thames Gateway Development Authority added to the list of Statutory Consultees in Appendix 1 of the SCI.
<p>Appendix 5.3 – Non-statutory Consultees for the Local Development Framework</p> <p>Give examples of non-statutory consultee bodies</p>	<p>The following bodies have been added to the list as they were moved from Appendix 1 of the SCI.</p> <ul style="list-style-type: none"> • Equal Opportunities Commission • Local Airport operators • Metropolitan Police Authority
<p>Appendix 5.4 – Description of Proposed Consultation Techniques</p> <p>Qualify reference to Community Forums and replace with meetings or another form of community consultation.</p>	<p>Community Forums are currently under review at LBBB and may therefore cease and be replaced by a new format for community consultation. This has therefore been explained in the Appendix 5.4 where it lists a description of proposed consultation techniques.</p> <p>The paragraph therefore now reads:</p> <p>Community Meetings and Forums Community Forums are currently undergoing review and may be replaced by a new format. It is therefore proposed that the Community Forums, or their successor, are visited twice for the DPDs: during preparation of the Options papers and the six week Options paper consultation (to provide feedback). It is proposed that the Forums are visited once for the SPDs during the 6 week consultation. Presentations should also include ways for people to give views</p>

Representation/Comment	Modification
	and ask questions.