



## **Local Development Framework Core Strategy Submission Document June 2006**

### **COMPLIANCE WITH THE COUNCIL'S STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

The following table explains how consultation on the Core Strategy was carried out in accordance with the Epsom and Ewell Borough Council's Statement of Community Involvement. The Statement of Community Involvement establishes the manner in which consultation will be carried out in the production of the Council's Local Development Framework and aims to widen public involvement in the planning process. The Statement of Community Involvement was adopted by the Council in April 2006.

All consultation activities related to the production of the Core Strategy have been coordinated through the Council's 'Service Improvement Unit'<sup>1</sup> to help ensure that maximum benefit is gained from the process. The Council's Local Strategic Partnership (LSP), which comprises organisations from various backgrounds, has been a key vehicle through which communication has been achieved with a range of organisations, including 'hard to reach' groups. The LSP is also responsible for producing the Borough's Community Strategy. The Core Strategy will help to deliver the vision and objectives from the Community Strategy and has therefore been a regular feature on the LSP agenda, throughout its production.

The Council also made use of the Citizens' Panel (now called FEEDBACK). This is a panel of residents (aged 18+), representative of the local population, which provides an opportunity for local residents to be involved and 'have their say' on issues or decisions that are important to the local community and the Council. Views on planning issues were sought which provided valuable information to inform the development of the Core Strategy.

Consultation documents have been made available in large print, Braille on audiotape or diskette, as well as in other languages, if requested.

### **Consulting on Local Development Documents (SCI section 2)**

#### ***Early Community Involvement***

The Council has developed a database which contains contact details for all stakeholders that have been identified as having an interest in the Core

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<sup>1</sup> The Council's Service Improvement Unit has been established to help promote and improve consultation throughout Epsom and Ewell Borough Council. Officers working in the unit are accredited members of the Social Research Association.

Strategy. This is regularly reviewed and updated in response to requests and / or suggestions.

### ***Consultation on Issues & Options and Preferred Options***

The Council has kept a database to record all comments received from consultation stages. These comments, and how the Council has considered them when developing the document, form part of the Consultation Statement accompanying the submitted Core Strategy.

### ***Formal Consultation and Examination***

In line with the Regulations, at each formal consultation stage the Council has given notice of the details of the consultation through a local newspaper advertisement. The consultation documents have been made available on the Council's website and at the Town Hall and local libraries.

### ***Community Groups to be Consulted***

The Council has ensured that the consultation database incorporates a variety of stakeholders and that there are a wide range of representatives from all of the groups indicated below.

Table 3 (taken from the adopted SCI): Different groups of stakeholders

<b>Type of Group</b>	<b>Category</b>
Specific Consultees* (e.g. Regional development agency, NGOs, utilities providers, neighbouring planning authorities)	A
Government departments	B
National / regional agencies and organisations**	C
Utility Providers (any not covered by category A)	D
Local Groups and Bodies (e.g. Residents Associations, schools / colleges, political parties, local organisations)	E
Local Strategic Partnership*** (e.g. Ashley Shopping Centre, Business Partnership)	F
General Public / Other interested parties	G

\*Please refer to Annex E of PPS12

\*\*General consultation bodies as identified in Annex E of PPS12

\*\*\*Useful for targeting 'hard to reach' groups

### **Methods of Consultation**

There are a variety of methods that may be used for consultation. The table below, taken from the SCI, shows these and provides details as to how the Council has used such methods during the preparation of the Core Strategy.

<b>Methods</b>	<b>Required for Core Strategy?*</b>	<b>Actions taken to date</b>
Media coverage	Yes	<ul style="list-style-type: none"> <li>• Press release to publicise the Local development Framework and an open evening</li> <li>• Press notices at each stage of consultation and to publicise open evenings</li> <li>• Article in 'Borough Insight' (Council magazine distributed to all residents within the Borough), to publicise work on the Local Development Framework</li> </ul>
Public meetings	Yes	<p>2 have been held during the production of the Core Strategy:</p> <ul style="list-style-type: none"> <li>• 21 October 2004: early engagement to publicise and inform residents about the Local Development Framework and gain views on issues</li> <li>• 16 June 2005: to publicise and invite feedback on the Issues and Options stage in the development of the Core Strategy</li> </ul>
Formal written consultation / community surveys / leaflets	Yes	<ul style="list-style-type: none"> <li>• Citizen's Panel Survey in February 2006 where views on planning issues were sought</li> <li>• Stakeholders on the Council's database were formally invited to participate at each consultation stage</li> </ul>
Exhibitions / open days / stalls / roadshows	Optional	2 exhibitions (these coincided with the public meetings)
Focus groups	Optional	
Steering / advisory groups	Optional	The preparation of the Core Strategy was overseen by a special sub-committee of the Council's Strategy and Resources Committee
Internet (website)	Yes	Consultation documents were available online at each stage of the consultation for the Core Strategy
Private workshops	Optional	

Questionnaire	Yes	Questionnaires were provided at each consultation stage.
One-to-one meetings with selected stakeholders	Optional	Meetings with stakeholders <ul style="list-style-type: none"> <li>• Meetings with various Council service providers, for example, the Head of Housing and Personal Services, the Leisure Development Manager and the Countryside and Community Development Manager</li> <li>• meeting with Epsom Protection Society</li> <li>• meeting with the Business Partnership</li> </ul>
Letters to statutory bodies	Yes	At each consultation stage
Making documents available at libraries and Town Hall	Yes	At each consultation stage
Hotline / contact number / contact e-mail	Yes	Contact name, number and e-mail advertised at each stage (on website, covering letter, in document)
Official launch	Yes	Open evening / exhibition at both the start of SCI and start of the Core Strategy process

\* different for other DPDs and SPDs – see page 16 of SCI

Additional activities:

- Comments the Borough's Youth Leisure Day, held in September 2005 were considered when developing the Core Strategy
- Utility companies were written to, to invite further comments and to provide additional supporting information

Feedback received from the consultation exercises continually informed the development of the Core Strategy. Respondents to a consultation period were automatically sent a copy of the document produced at the subsequent stage, the preparation of which had been assisted by their comments. The documents produced at the various stages were made available on the Council's website, at the Town Hall and at local libraries. The Consultation Statement, which is publicly available, sets out details as to how the consultation comments received were considered by the Council at all stages in the production of the Core Strategy. Respondents were also sent a copy of the submission document and a Representation Form, enabled them to specify whether they wish to be notified of when the Inspector has made recommendations and / or when the Core Strategy has been finally adopted.