

Appendix 2 : Preparation And Evidence Base - Engagement Process Schedule Draft June 2010

STAGE	DESCRIPTION	WHO WE WILL CONSULT	HOW WE WILL CONSULT	WHEN WE WILL CONSULT	WHAT WE WANT TO FIND OUT	NOTES	REGS
1 Preparation and evidence gathering	Formulation of a robust evidence base on which (along with national / regional guidance) the Issues and Options will be developed.	<p>Statutory consultees MUST be all of them (see Appendix A)</p> <p><i>e.g.</i> <i>East of England RA</i> <i>Adjoining authorities</i> <i>Environment Agency</i> <i>English Heritage</i> <i>Thames Water</i></p>	<p>Formal letter – Core Strategy content Setting out the subject of the CS DPD and inviting representations on what the CS should contain. June</p> <p>Formal letters – Evidence base Set out plain-english guide to each evidence base study we produce and how to make comment. tbc</p> <p>Stakeholder meetings Programme of meetings with appropriate statutory consultees (e.g. neighbouring LAs) using a pro forma to seek their view on key issues and ‘vision’ for the future. Jun-Aug</p>	tbc	Thematic overview of key issues for EF over the plan period and views of the community on what the vision’ for the future should be.	PPS12 states that the evidence base should be comprised of ‘evidence of the views of the community and others that have a stake in the future of the area’.	Reg. 25
		<p>General consultees EFDC have discretion over which general consultees they consult, however as CS is significant should be all.</p> <p><i>e.g.</i> <i>Voluntary bodies</i> <i>Minority ethnic groups</i> <i>Religious groups</i> <i>Disabled people</i> <i>Local businesses</i> <i>Residents</i> <i>Associations</i> <i>Action Groups</i></p>	<p>Formal letter - Core Strategy content Setting out the subject of the CS DPD and inviting representations on what the CS should contain. To include a questionnaire to ensure responses are structured. June</p> <p>Formal letters – Evidence base Set out plain-english guide to each evidence base study we produce and how to make comment. tbc</p> <p>LDF summary leaflet mailout Setting out LDF process, consultation approach and how to get involved. June</p> <p>Stakeholder meetings Programme of meetings with appropriate general consultees (e.g. forums for disabled people or ethnic groups) using a pro forma to seek their view on key issues and ‘vision’ for the future. Jun-Aug</p> <p>Invite to CS Stakeholder Issues Workshop Brief introduction to CS and workshops to identify views on key issues and a vision for the future Include adjoining authorities from statutory consultee list in this. Aug</p> <p>Hard-to-Reach groups Open a dialogue with these groups and discuss best methods of working with them to identify</p>	tbc	Thematic overview of key issues for EF over the plan period and a ‘vision’ for the future.	Need to decide whether LDF leaflet should just set out our approach or whether we should take this opportunity to get some feedback on the vision and issues for the next stage.	Issue of demonstrating early engagement / front-loading Vs time and resources

		<p>their vision aspirations and issues. tbc</p> <p>Council website Information contained within the LDF leaflet including links to evidence base reports, indicative timescales, link to Facebook page, future methods of engagement.</p>				
	<p>Other interested parties EFDC have discretion over which general consultees they consult, however as CS is significant should be all.</p> <p><i>These are general/regional - national bodies e.g.</i></p> <p><i>CABE CBI Civil Aviation Authority National Trust Friends of the Earth Forestry Commission etc</i></p>	<p>Formal letter - Core Strategy content Setting out the subject of the CS DPD and inviting representations on what the CS should contain. To include a questionnaire to ensure responses are structured. June</p> <p>Formal letters – Evidence base Set out plain-english guide to each evidence base study we produce and how to make comment. Tbc</p> <p>LDF summary leaflet mailout Setting out LDF process, consultation approach and how to get involved. June</p>	tbc	Thematic overview of key issues for EF over the plan period and a 'vision' for the future.		Reg. 25
	<p>General public</p>	<p>LDF summary leaflet mailout Setting out LDF process, consultation approach and how to get involved. List evidence base studies. If FREEPOST questionnaire – very simple, max 10 questions, quantitative responses only. June</p> <p>Need to consider distribution options:</p> <ul style="list-style-type: none"> ▪ All households in district – e.g. Chelmsford BC put a flyer in Council tax bills ▪ Selection of a cross-section of Epping Forest residents (MOSAIC) ▪ Use of existing LDF database, based on Gypsies and Travellers consultation ▪ Leaflet drop inside local newspaper. ▪ Distribution through libraries, community centres, tube stations, local shops and pubs <p>Potential to add a few questions related to the Core Strategy to the next Place Survey carried out by the LSP – due this autumn. Will be a cost of approx £500 per question. Representative sampling, run by Mori.</p>	tbc	Thematic overview of key issues for EF over the plan period and a 'vision' for the future.	<p>Need to decide whether LDF leaflet should just set out our approach or whether we should take this opportunity to get some feedback on the vision and issues for the next stage.</p> <p>It might be that the general public object to not having the opportunity to express their views in the formation of the evidence base on which the CS Issues and Options will be based.</p> <p>Issue of demonstrating early engagement / front-loading Vs time and resources/consultation fatigue.</p> <p>Potential to use results from other forthcoming consultations – e.g. LSP / Place Survey. Concern that the Autumn may be a little late to form part of the</p>	Reg. 25

			<p>Evidence base studies Consider best approach is to list evidence base studies in LDF summary leaflet (use plain English guide) and inform that they will be available to view and comment on our website. <i>n/a</i></p> <p>Facebook Set up Facebook page for the LDF – Core Strategy launch can be first item. Add the LDF summary leaflet, news on consultations and links to the Council's LDF pages. Probably wise to disable facility for viewers to write on the page – difficult to monitor and given the current relationship between Council and certain residents groups may be more productive to steer them towards other communication channels to comment. Particularly good for engaging with younger people. Launch June</p>			<p>evidence base prior to Stage 2: Issues and Options.</p> <p>Potential to use results from recent previous consultations. E.g. The Sustainable Community Strategy has 'visions' and 'issues' – some of this will be relevant to the CS.</p>	
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