

EFDC SCI consultation – proposed actions

Name	Proposed action as a result of comments
Catherine Booth	1. cover in principles for communications strategy. No change to SCI
George Booth	1. cover in principles for communications strategy. Consider publicising use of voicemail so that service level clear
Mr Paul Claydon	Refer to Monitoring officer. No change to the SCI
Martin Hall	no change to SCI
Mr & Mrs Leng	1. It is unclear what type of representative is indicated, but consider how/ whether planning representatives could be used for service.
Cherry McRedie	1. cover in principles of communications strategy in questionnaire design.
K A Miller	1. Produce summary documentation for consultations 2. Ensure forms are clear that views are being sought. 3. Clarify SCI on how consultation responses are considered e.g. that each has to be logged, reviewed and form part of the evidence, together with balancing range of factors. 4. Cover in communications strategy the role of councillors in planning consultations. 5. Consider production of a booklet explaining how to respond to Planning Applications. 6. In communications strategy for development management investigate a protocol with local press.
Mrs Pam Morfett	1. Ensure published SCI is clear in layout e.g. paragraph numbers and sub headings to improve navigation
Ann Syversen	No change
Mrs K G Freeman	1. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries. 2. Produce summaries of consultation documents. 3. Consider whether producing letters would be as effective (cost and communication) as the leaflets used. 4. For communications strategy ensure the timeframe for proposals is placed in a prominent place on literature 5. Advertise more widely the ability to receive the weekly list of applications - investigate whether this can be produced for geographical areas and could be subscribed to using current ICT systems. 6. Establish the feasibility of a return form on the neighbour notification consultation letters
Mr William Freeman	1. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries. 2. Produce summaries of consultation documents. 3. Consider whether producing letters would be as effective (cost and communication) as the leaflets used. 4. For communications strategy ensure the timeframe for proposals is placed in a prominent place on literature 5. Advertise more widely the ability to receive the weekly list of applications - investigate whether this can be produced for geographical areas and could be subscribed to using current ICT systems. 6. Establish the feasibility of a return form on the neighbour notification consultation letters

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Alisa Jones	1. Produce summaries. 2. Review use of internet for the consultations and particularly the design of web pages and any on line response system. 3. Use plain English or Crystal mark verification for summaries at the least.
Mrs Valerie Mavin	as above plus 1. In communications strategy consider the use of intensive area consultations/ door to door/ for directly affected communities at preferred strategy stage where sites will be proposed for allocation.
Robert R G Day	1. clarification of role of Parish Councils in planning in SCI
Mr Colin Maccormick	1. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries. 2. Produce summaries of consultation documents. 3. Consider whether producing letters would be as effective (cost and communication) as the leaflets used. 4. Review use of internet for the consultations and particularly the design of web pages and any on line response system.
Nik O'Flynn	1. Cover in communications strategy the use of area summary forms where feasible i.e. where this would not distort the message
Barbara Seal	1. Ensure that some key headline policy messages are communicated in documentation. 2. Cover in communications strategy the use of area summary forms where feasible i.e. where this would not distort the message. 3. In communications strategy continue to undertake pre consultation publicity
Leslie Richard Holliwell	1. Cover in communications strategy the use of area summary forms where feasible i.e. where this would not distort the message. 2. Clarify in SCI which neighbours are selected for notification by post in relation to planning applications
Mr & Mrs Walker	1. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries. 2. Produce summaries of consultation documents. 3. Clarify in SCI which neighbours are selected for notification by post in relation to planning applications
Chigwell Residents Action Group	1. Review the use of internet for the consultations and particularly the design of web pages, navigation to supporting documents and any on line response system. 2. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries. 3. Produce summaries of consultation documents. 4. In communications strategy consider workshops in areas/ area based consultation in depth. 5. Reinforce staff awareness of active listening skills. 6 In communications strategy reinforce use of headline messages on where are in process. 7. In communications strategy consider a local plans page/ newsletter. 7. No action on splitting Planning Application information from the SCI as this has to be included but rethink the presentation in the SCI.
Dr Tonia Myers	1. Clarify SCI on how consultation responses are considered e.g. that each has to be logged, reviewed and form part of the evidence, together with balancing range of factors. 2. Cover in communications strategy the use of area summary forms where feasible i.e. where this would not distort the message

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Mrs A L Sayers	no change to SCI
Mr M B Sayers	no change to SCI
Schwarz	1. Produce summaries of consultation documents. 2. In communications strategy consider the use of community presentations
Lesley Wagland Member of Chigwell Parish Council and of Chigwell Residents Association	1. ensure clarity about the current point in the process of plan making in the SCI , or signpost to Local Development Scheme timetable. 2. Consider whether producing letters would be as effective (cost and communication) as the leaflets used. 3. Review the use of internet for the consultations and particularly the design of web pages, navigation to supporting documents and any on line response system.4. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries. 5. Produce summaries of consultation documents.6. In communications strategy consider the use of intensive area consultations/ door to door/ for directly affected communities at preferred strategy stage where sites will be proposed for allocation. 7. Clarify the relevant paragraph (s) 24/ 25 in the SCI. 8. Establish the feasibility of a return form on the neighbour notification consultation letters. 9. No action on splitting Planning Application information from the SCI as this has to be included but rethink the presentation in the SCI.
Mrs Parminder Channa	1. Review the use of internet for the consultations and particularly the design of web pages, navigation to supporting documents and any on line response system.2. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries and providing simple diagrams wherever possible. 3. Produce summaries of consultation documents.
Edie Bow (Chairman) Chigwell Residents Association	1. Review the use of internet for the consultations and particularly the design of web pages, navigation to supporting documents and any on line response system.2. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries and providing simple diagrams wherever possible. 3. Produce summaries of consultation documents.4. In communications strategy consider the use of intensive area consultations/ door to door/ for directly affected communities at preferred strategy stage where sites will be proposed for allocation. 5. No action on splitting Planning Application information from the SCI as this has to be included but rethink the presentation in the SCI
Joan Ayton	no change to SCI
Mr Grainger Davies	1 Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries 2. Produce summaries of consultation documents. 3. Review the use of internet for the consultations and particularly the design of web pages, any on line response system, with particular regard to ease of providing textual answers. 4. Clarify the process of notification of receipt of representations in communications strategy
Frank Sidney Love	no change to SCI
Mr J R Reynolds	no change to SCI

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Mrs Joan Smith	1. in communications strategy clarify use and role of community drop in sessions
Mrs Val Evans Epping Upland Parish Council	1. resolve the confusion in text of SCI to which this refers, i.e. para 4 and para 45. 2. Review the use of internet for the consultations and particularly the design of web pages, any on line response system, with particular regard to ease of providing textual answers. 3. In communications strategy clarify approach to removing barriers to access for people with disabilities.
Mrs Lisa Berry & Mrs A McCarthy	1. Review stock of document provision to Parish Councils. 2. Ensure clarity of consultation documents as far as is possible by using plain English or Crystal mark verification at a minimum on summaries and leaflets
Chelmsford City Council	1. ensure all types of document that the council expects to produce in the foreseeable future are included in the SCI. (this has been done)
Essex Police. John Hills	no change to SCI
Friends of Epping Forest. Judith Adams	no change to SCI.
Mr Peter Coles	no change to SCI
Miss I Featherstone	no change to SCI
Mrs Valerie Loftis	1. Clarify notification procedure to neighbours in adjoining districts
Mrs Deborah Tonkiss, High Ongar Parish Council	1. Clarify role of statutory agencies in SCI, 2. In communications strategy consider feasibility of accepting comments via twitter etc
Tessa Cochrane	No change to SCI
Joyce Dykes	No change to SCI
Mr S A McGuinness	No change to SCI

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Paul Dunn	No change to SCI
Anne Grigg	No change to SCI
Sylvia Watson (Cllr)	No change to SCI
