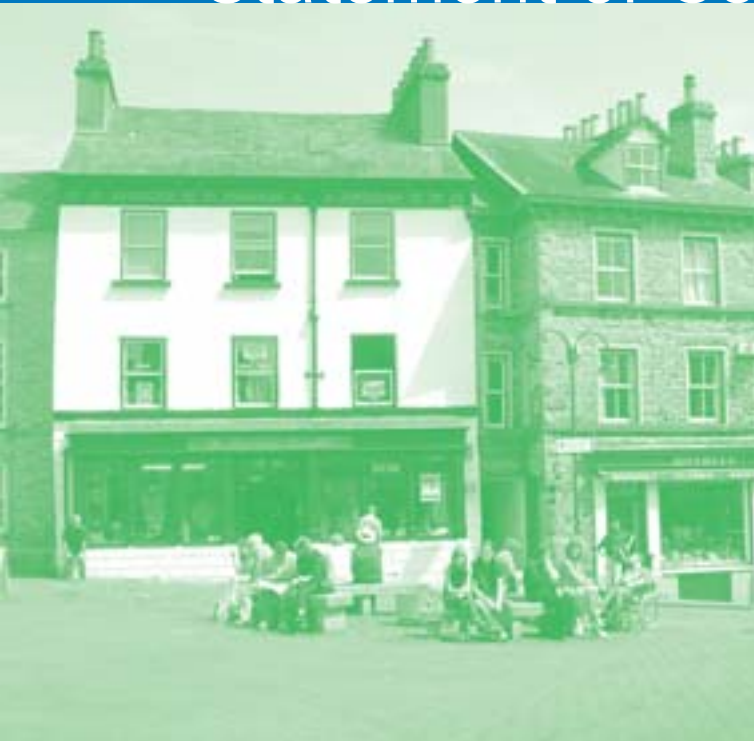


# CONSULTATION DRAFT

## Statement of **Community Involvement**



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# Draft Statement of Community Involvement Feedback

We are seeking your advice and comments on how the Draft Statement of Community Involvement can be improved. The following questions identify the areas where we know we would like your input. There is a space at the end of the form to tell us anything else you think we may have missed. Please respond by 31st August 2004.

Please feel free to add more detailed comments. If you would like to take the matter up personally with an Officer you can phone through to Alastair McNeill on 01539 733333 x 7352 or email him on a.mcneill@southlakeland.gov.uk.

Please provide your name / your organisations name and postcode so that we can keep you informed of the outcome of this consultation (at the end of the questionnaire). The page numbers provided refer to relevant sections of the Statement of Community Involvement.

We would like to thank you for taking the time to complete this questionnaire.

- Q1** Has this document given you a clear explanation of what the Local Development Framework is intended to achieve. (See page 4)
- |                |                          |                          |                          |                          |                          |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                | <i>Very Clear</i>        | <i>Good</i>              | <i>Moderate</i>          | <i>Limited</i>           | <i>None</i>              |
| Please tick... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Q2** Has this document given you a clear understanding of how the Council intends to engage with the Community? (See page 10)
- |                |                          |                          |                          |                          |                          |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                | <i>Very Clear</i>        | <i>Good</i>              | <i>Moderate</i>          | <i>Limited</i>           | <i>None</i>              |
| Please tick... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Q3** Are there any specific points upon which you are unclear?
- |             |                          |                          |
|-------------|--------------------------|--------------------------|
|             | <i>Yes</i>               | <i>No</i>                |
| Please tick | <input type="checkbox"/> | <input type="checkbox"/> |
- Q4** If yes please indicate...
- 
- Q5** Has the Statement of Community Involvement identified the important issues about life in South Lakeland which needs to be addressed by the Local Development Framework? (See pages 12 & 13)
- |                |                          |                          |                          |                          |                          |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                | <i>Very Clear</i>        | <i>Good</i>              | <i>Moderate</i>          | <i>Limited</i>           | <i>None</i>              |
| Please tick... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Q6** Are there any issues which you feel have been missed out?
- |             |                          |                          |
|-------------|--------------------------|--------------------------|
|             | <i>Yes</i>               | <i>No</i>                |
| Please tick | <input type="checkbox"/> | <input type="checkbox"/> |
- Q7** If yes, what are these?
- 
- Q8** Do you understand what the Council means by Community Involvement? (See page 13)
- |                |                          |                          |                          |                          |                          |
|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                | <i>Very Clear</i>        | <i>Good</i>              | <i>Moderate</i>          | <i>Limited</i>           | <i>None</i>              |
| Please tick... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Q9** Are there any Communities of interest which you believe the Council is neglecting to include?  
Yes No  
Please tick...

**Q10** If Yes, which additional Communities of interest should be included?

**Q11** Are the list of techniques described in this document sufficiently comprehensive to provide good Community engagement? (See page 5)  
Yes No  
Please tick...

**Q12** If No, which other techniques would you add.

**Q13** Are the Community interests and the typical representatives we have identified appropriate? (See pages 17 & 18 and appendix 4)  
Yes No  
Please tick...

**Q14** If there are any other interests or better representatives, please suggest them...

**Q15** Does the process for community involvement that has been set out in this document make sense?  
Very Clear Good Moderate Limited None  
Please tick ...

**Q16** Can you improve our plan for Community Involvement?  
Yes No  
Please tick

**Q17** If Yes, please indicate how....

The results will be made available to Organisations and individuals commenting on the document. Thank you for completing this questionnaire, we value your participation.

**Q18** Would you like to receive a copy of the results?  
Yes No  
Please tick

**Q19** Please notify us of your name / your organisations name and postcode and email address..

## Preface

### Preface

This document is designed to provide an introduction to changes proposed by the Government, which will be introduced during 2004 and will put in place changes to the planning system.

South Lakeland currently has an up to date Local Plan, which will last until the end of 2006.

The Government has set out in the Planning and Compulsory Purchase Act 2004, that Councils must produce new types of local plans. These plans will be called **Local Development Frameworks (LDF)** and they are intended to be quicker to produce and easier to modify in response to changing needs.

To make the process as robust as possible Councils have been asked to prepare **Statements of Community Involvement (SCI)** before they start to prepare the new style plans. These Statements of Community Involvement must set out how the Council intends to inform, consult and involve the community in the new plan process.

For this initiative to work Councils will need to be very clear on why they are seeking to involve the

community on all the issues likely to be raised during the Local Development Framework process. Communities, organisations and individuals will in turn need to think about what they wish to see emerging from involvement with the Council. They will need to be realistic about what the Council can achieve within the legislative and budgetary frameworks set by Government.

We will all need to try very hard to avoid the existing process of Local Plan consultation exercises which often led to polarised attitudes and conflict requiring difficult resolution at public inquiries.

I trust you will find this document easy to understand. It is meant to be helpful, encouraging and thought provoking. Please respond with your views to help us get the best answers to the critical questions which it poses.

A companion and more in depth local survey of personal attitudes is being conducted to provide additional information on the individual attitudes to consultation

*Cllr Bob Barker*

Transportation & Development Portfolio Holder





## Executive Summary

### Executive Summary

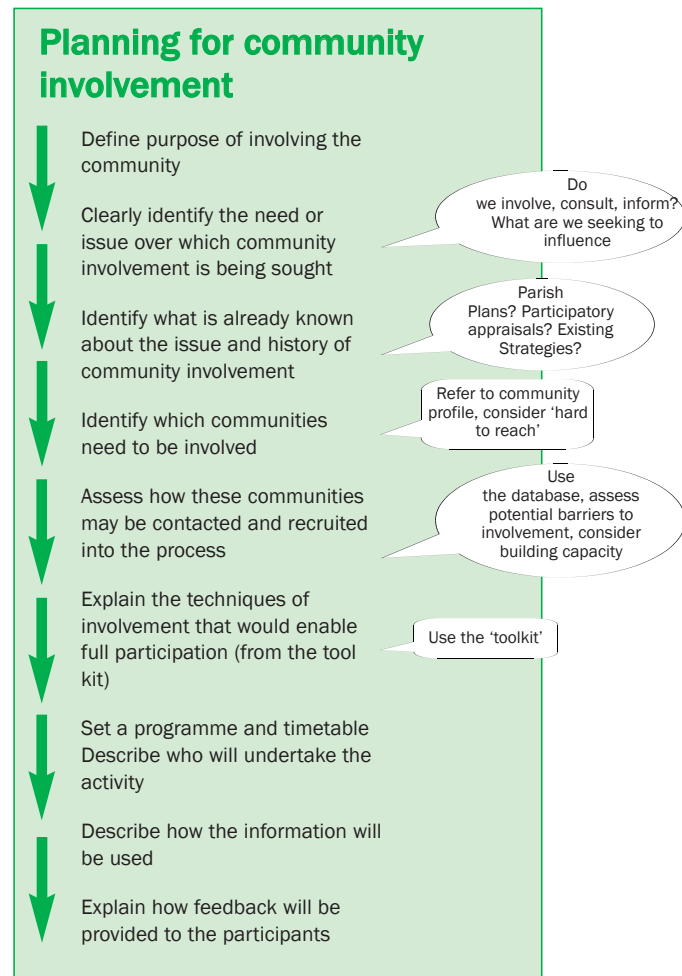
This document is the Consultation Draft of the Statement of Community Involvement (SCI) on which the Council is seeking comments by 31 August 2004. It sets out the changes made by Government to the planning system affecting the way Local Authorities seek the views of their communities.

It describes the new type of plan to be known as a Local Development Framework, which will replace the current Local Plan in 2007.

This draft Statement of Community Involvement sets out why the Council needs to engage the community and the benefits which will arise for both parties. It seeks to describe the types of communities in South Lakeland and the typical problems which the new Local Development Framework will have to address.

The document goes on to set standards for the Council's involvement, explaining what we mean by 'informing', 'consulting' and 'involving' the public.

It sets out a simple procedure to explain what will happen during the next 3 years.



The SCI also goes on to explain the range of techniques which can be used and the values of each technique for different types of engagement.

Finally the document poses a series of questions on which the Council would like your comments in order that we can improve the Statement of Community Involvement before final submission to the ODPM in the autumn.

# Setting the Scene

## 1. Setting the Scene

The Government's stated intention in changing the planning system is to make it faster, more responsive to change and to build community involvement into the process of plan making.

The **Local Development Framework (LDF)** will be a very different document from the existing South Lakeland Local Plan. It is expected to be ready for April 2007

The LDF must adopt as its vision of the district the ideas and priorities set out in the **Community Strategy**. That document has been produced over the last two years by a combination of individuals and agencies forming the South Lakeland Local Strategic Partnership (LSP) and representing local community interests. The LDF is seen as the mechanism for delivering the land use (or spatial) elements of the Community Strategy.

The Government's changes envisage the replacement of the County Structure Plan, which

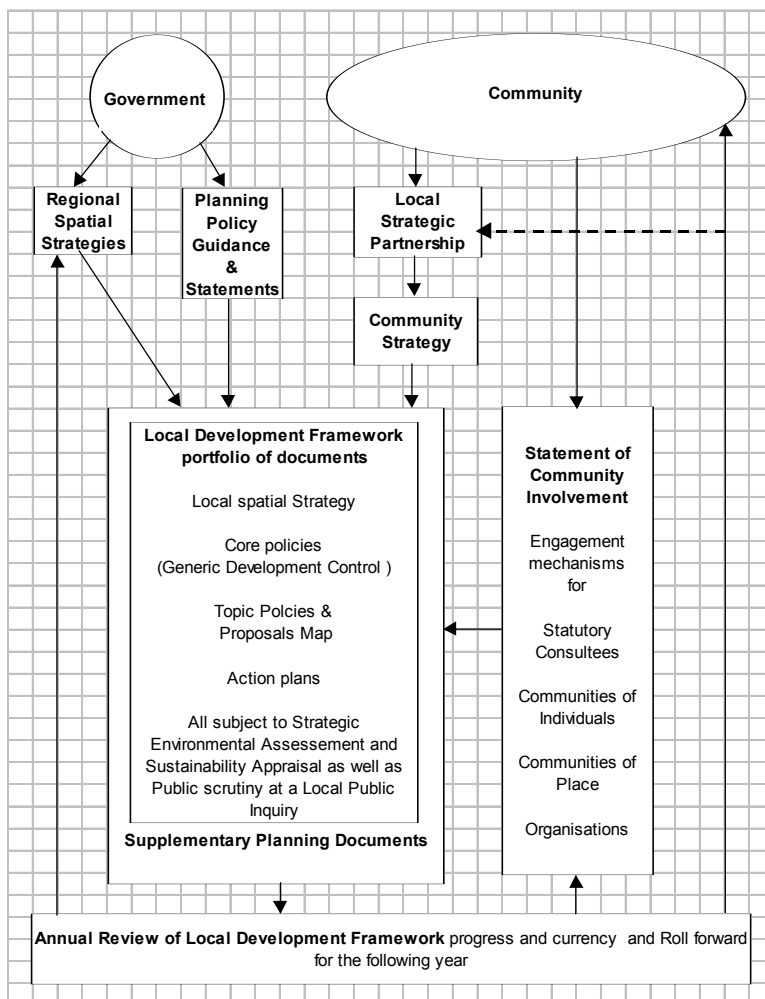
sets the strategic context for local plans across the county. Instead of this high level planning issues including, target setting for housing and employment will appear in Regional Guidance for the North West. In the future the Regional Targets will be presented in a document to be called the **Regional Spatial Strategy (RSS)**.

The Regional Spatial Strategy will emerge over the next two years, informed by the current North West Regional Guidance.

### 1.1 The Local Development Framework

The Local Development Framework will use the two influences of the Regional Spatial Strategy and the Community Strategy to create a portfolio of local planning documents.

The following diagram provides an overview of this.



## Setting the Scene (cont.)

The Local Development Framework will be materially different to the current Local Plan because it will be composed of individual documents which can be subjected to scrutiny and review as situations change without needing to review the whole plan.

This flexibility of approach will enable the Council to prioritise important elements and will allow less urgent matters to be developed through subsequent reviews of the framework.

Whilst this has many advantages there is a drawback since the framework is not likely to reflect, at any one time, a comprehensive view of spatial planning matters for the district as a whole. Overall the Council believes that this disadvantage is made up for by the current relevance of documents which are contained within the Local Development Framework.

Within the portfolio of individual documents the Council must ensure that:

- A local **spatial strategy** exists to replace the strategic framework formerly provided by the County Structure Plan.
- The Local Development Framework must develop a range of **core policies** which will guide much of the Development Control decision-making across the district.
- A range of **topic policies** will address land allocation issues for housing, employment, retailing and other matters and these will be shown on a **proposals map**.
- The Council will have an opportunity to address major redevelopment issues which are "area based" or raise a common theme by **Action Area Plans** which will focus on regeneration and managing change in specific areas. These plans will not be expected to cover the entire District.
- Finally the Local Development Framework will be encouraged to provide guidance on many issues by means of **Supplementary Planning Documents** which will be capable of rapid revision in response to changing circumstances.

The new Local Development Framework will be subject to rigorous examination by external assessors whose reports will be binding on the Council. The LDF will also need to demonstrate a clear assessment process for **sustainability**

**appraisal** and **strategic environmental assessment** embedded in the formulation of strategies, policies and proposals.

The Council will need to publish an annual review of the process and show how the results of the review are fed back into the plan and to communities.

### 1.2 The Statement of Community Involvement - Consultation Draft

This consultation paper will shape the work that needs to be undertaken by the Council. It is designed to provide information to the Council to inform our ideas about;

- The nature of our community
- The types of issues which are going to be immediately relevant over the next 2 - 3 years.
- Identification of groups or communities who might find it difficult to be involved in the planning process. (Hard to reach)
- A range of ideas about how communities might wish to become involved and what they want to achieve.
- Identifying existing sources of information which the Council can use to help it understand local issues.
- To develop a range of ideas and techniques to ensure that communities are aided in developing their ideas and assisted in feeding them into the Local Development Framework process.

These are large challenges and they will not all be resolved by one consultation document. The process of involvement will continue throughout the Local Development Framework period and will need to be continually refreshed by re-involvement.

### 1.3 Timescales

The Council has a clear idea of the likely timescale of the new planning procedures affecting South Lakeland. Since our current plan is up to date it will become a "saved plan" until April 2007.





## Setting the Scene (cont.)

### 1.4 What do we mean by Community Involvement?

To a large extent the whole of this document is about setting out the answers to this question.

It addresses the most common questions of who, how, when and why do we consult individuals and communities. More importantly it sets out a procedure for you to supply your own answers to these questions where you think we have got it wrong or need to improve.

We will start with what we already know from other studies about the needs and requirements of communities within South Lakeland and move on to a stage of encouraging you to tell us more at the start of the process.

When we refer to communities we are thinking of groups of individuals or organisations **sharing a common interest or need** (clubs, societies, formal associations etc) **communities of place** (both workplace and residential) and organisations which may have other objectives beyond those of the individuals who make them up (national perspectives).

All have a role to play in this process and as a Council we must seek to reach all who need to be involved including those who historically are hard to reach.

Our objectives in this process are to gain a clear understanding of who these groups might be, how best to improve their access to the involvement process and to help all communities to build their capacity to take part.

Our final objective in community involvement is to ensure that the LDF provides simple means of feeding back what the Council is doing with the information and ideas emerging from the involvement process. We must make clear the decisions which communities can influence and those which they can make themselves.

The involvement process is intended to reduce conflict by encouraging consensus and where this cannot be achieved by making sure the sources of information leading to a decision are explicit and respected by all parties.

It is a big challenge for all local authorities.

## Purpose and Commitment

### 2.1 Purpose

The SCI is designed to:

- Enable production of a highly appropriate and effective LDF, closely linked to the Community Strategy
- Actively include South Lakeland interests in the production of the LDF
- Provide a process which will continue to underpin the implementation and review of the LDF
- Endorse and engage current community planning initiatives and use existing sources of data to inform the production of the LDF

### 2.2 The Council's commitment

The Council is committed to the production of the LDF through purposeful involvement of the District's communities of place and interest. This will benefit the community and the Council.

#### We aim to deliver community benefits of:

- Increased participation of people in the plan making process.
- Improved community information and understanding of the work of the planning authority
- Improved community confidence, better able to influence the planning process through collaboration and consensus
- An LDF better suited to community needs.

#### The benefits to the Council

- Building of improved relationships between the Council and the community
- The Council meets the growing demand for involvement, from the community, local and Central Government
- Community concerns are identified, understood and addressed and better ideas are brought to the plan.
- Decision making is improved, conflict and delay are minimised
- Priorities are tested and challenged
- The framework for more sustainable development is provided.

### 2.3 Statement of principles

The Council will adhere to the following principles:

**Clarity of purpose** Before undertaking an involvement, we will be clear about why it is occurring, who we are engaging with and what the community will be able to influence.

**Commitment** Commitment within the Planning Authority is from the most senior level, and we will allocate appropriate resources to record and document involvement activity and its outcome and provide feedback to participants throughout the process.

**Communication** We will endeavour always to be open, honest and accountable with well briefed and knowledgeable staff and members who will provide and share information and acknowledge the contributions of all parties.

**Evidence based** We will use available research and understanding to plan the process of involvement and who should be involved. Available research will be made available to participants. Outputs will be judged on accuracy and consistency of information throughout the process.

**Flexibility and responsiveness** We will respond to changing circumstance, review progress and introduce necessary change.

**Timeliness** We will publish a timetable of activity and provide sufficient lead in time for event participants who will be asked to respond to ensure that the Government's tight timescales for the Plan are met.

**Inclusiveness** We will use involvement techniques that enable the widest participation, through which we will ensure that special interest groups are not the only ones heard. We will use our understanding of South Lakeland to plan for the inclusion of hard to reach groups.

**Partnership** We will involve communities in the planning of the involvement activities as early as is practicable. We will make other agencies aware of our activities and seek to avoid any duplication or repetition of activities.

**Continuous learning** We will monitor and evaluate the process and build upon our experience.



## Our approach to community involvement

### 3. Our approach to community involvement

Our approach is built upon understanding:

- Development issues within South Lakeland
- The role and application of community involvement
- The diversity of South Lakeland's communities
- The extent of existing information of community needs

#### 3.1 Development issues within South Lakeland

##### 3.1.1 Local Authority structure

South Lakeland has a complex local authority structure:

The District Council is responsible for many services across the whole area, but in land use planning matters three other authorities are involved.

- Cumbria County Council currently administers all planning controls relating to waste disposal and mineral extraction.
- The Yorkshire Dales and The Lake District National Park Authorities are responsible for policy development and local plan preparation for their areas within South Lakeland. They also determine all planning applications within National Park parishes.

South Lakeland District Council remain responsible for all local planning and development control decisions for the remaining areas outside the National Parks. This represents some 42 parishes out of the 79 that exist with 9 shared between ourselves and the Lake District National Park Authority.

The South Lakeland LDF and this SCI will be applied outside the National Park areas. Separate LDFs and SCIs will be produced by the National Park Authorities.

The following map provides an overview of responsibilities.

##### South Lakeland area



##### 3.1.2 Commentary on the development context.

Appendix 1 provides a statistical portrait of the District.

The common picture painted by commentators and agencies of South Lakeland is of a rural community divided by income and age.

An older (often retired) and more affluent group of the population are able to enjoy the benefits of a high quality environment on the edge of the Lake District with access to market towns in Ulverston and Kendal delivering high quality services. This group are not disadvantaged by poor public transport due to high car ownership levels. In contrast the younger predominantly local indigenous workforce are struggling in a low wage economy dominated by tourism and service industries, facing high housing costs, poor access to rented and discounted housing schemes and often disadvantaged by poor public transport facilities.

The Census figures quoted in Appendix 1 bear out many of the elements of this picture and it will be part of the role of the Statements of Community Involvement to examine with communities the real issues of the differing perspectives which exist.

It is not difficult to predict that for those who have "retired to South Lakeland" the agenda for involvement will focus on the protection of amenity and the environment across the district, coupled with the development of services and access to health care in communities around the bay and in major population centres.

## Our approach to community involvement (cont.)

For the young the ability to find work which allows them to compete for housing within the normal market may be a priority with an option of access to subsidised housing as a high priority second alternative.

Within the rural community the fundamental changes that have hit farming have prompted a significant exodus from the smaller hill farms which has been predominant across the District and caused an erosion of rural services. During the 1990s farm conversions helped to contribute to the over rapid growth of housing within the district fuelled by farm enterprises where farming families sought to leave the industry. Foot and Mouth in 2002 added urgency to this picture. For these communities viable alternative business models that enable landscape stewardship to continue may be the major issue coupled with practical alternatives for the redundant stock of farm buildings which are now increasingly difficult to convert to profitable alternative uses.

Poor access to rural services with a declining public transport base may also be a high priority for this community.

For those living and working within major population centres in Kendal, Grange and Ulverston, competition with "in migration" from persons wanting to live or work close to the Lake District but who lack the ability to relocate within the National Park may be the challenge.

This will undoubtedly be coupled with the demands placed on towns and villages to capitalise on tourism with the loss of local "bread and butter" services to tourism related enterprises which may be perceived as having a better return.

Many within the commerce sector reflecting the tourism industry will seek to emphasise and promote policies which protect the unspoilt quality of the district's environment and its proximity to the Lake District and the Dales whilst retaining the benefits of a cheap local labour force. These aims will be in conflict with those who seek to harness the potential of the district's naturally windy uplands for renewable energy projects.

None of these "snapshots" alone encapsulate the diversity of the challenges facing the Council in formulating a Local Development Framework

Key issues will include:-

- The prioritisation of the restricted supply of housing permissions to meet the needs of locals in housing need.
- The development of a strategy for housing and employment investment which guides development to the most sustainable locations in areas where need is greatest.
- The promotion of investment to generate local employment in new manufacturing and service industries which can provide a significant alternative job market diversifying outside the tourism sector.
- The management of rural investment to maximise the benefits of existing transport infrastructure.
- The use of development permissions as a catalyst to stimulate and promote investment in rural public transport.
- The development of policies which enable the best of the district's high quality environment to be protected whilst avoiding the discouragement of employment growth and investment.

The full range of issues likely to be tackled by the Local Development Framework will be set out in the Local Development Scheme in draft, which will be available for consultation during the summer 2004.

### 3.2 The role of community involvement in the LDF

Community involvement good practice embraces a wide range of activity. Appendix 2 illustrates a range of approaches, each having a specific purpose.

In the production, use and review of the LDF, we will concentrate on **Information, Consultation and Involvement**. There will be opportunity to use other approaches which partner with and **empower** local communities. Our intention is to work as far along this range of involvement as is possible. Only then will we engage in the spirit of the Local Development Framework.



## Our approach to community involvement (cont.)

### Diagram: Purposes of community involvement

#### Involve

*'We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision'*

#### Consult

*'We will keep you informed, listen to and acknowledge your concerns and provide feedback on how the public input influenced the decision'*

#### Inform

*'We will keep you informed'*

By **Inform** we mean:

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions

By **Consult** we mean:

To obtain public feedback on analysis, alternatives, or decisions

By **Involve** we mean:

To work directly with the public throughout the process to ensure that the public and private concerns are consistently understood that they contribute to and influence the range of options which are to be considered.

We confirm that community involvement will be central to the production, use and review of the range of **Local Development Documents**:






















- **The Core Strategy** - the spatial strategy and core policies
- **Topic Policies** - e.g. Employment, Housing, Retail
- **The Proposals Maps**
- **Area Action Plans**
- **Supplementary Planning Documents**

### 3.2.1 Techniques

To engage with a diverse community over a range of development documents will require a variety of techniques, each suited to a particular need. We will choose techniques with great care. (see 'Planning for community involvement - below')

The table overleaf lists the type of techniques and their appropriate use. Greater detail of the techniques is provided in Appendix 3.

## Our approach to community involvement (cont.)

Technique	Type	Inform	Consult	Involve
Publicity		v		
Consultation Documents		v	v	
Exhibitions & Roadshows		v	v	
Formal, committee style meetings		v	v	
Seminars / workshops		v	v	v
'Electronic' e-consultation		v	v	v
Comments & complaints system			v	
Self-completion survey			v	
Citizens Panel			v	
Structured face-to-face & telephone interviews			v	
Semi-structured interviews			v	
Unstructured / in depth interviews			v	
Ward Councillor Contact			v	
User Panel			v	
Focus groups & discussion groups			v	v
Forums			v	v
Public Meetings			v	v
Advisory boards			v	v
Futures Conferencing / Visioning Exercises				v
Referenda				v
Physical Planning - e.g. Planning for Real				v
Citizens Juries Formal				v
Community Needs Analysis				v

### Key



Face-to-face discussion



Small meeting



Large meeting



Formal meeting



Newsletter/press release/leaflet



Exhibition



Consultation/survey

## Our approach to community involvement (cont.)

### 3.3 Understanding Community - Defining South Lakeland's communities of place and interest

We need a clear understanding of our communities and their needs in order to develop and implement an effective LDF. Community involvement is built upon understanding the composition of the areas communities. This understanding will be built and refined throughout the creation and use of the SCI.

The SCI considers communities by **place and interest**. It recognises that communities are comprised of **individuals and organisations** and that some will be more relevant than others, depending upon the particular circumstances the LDF will address. It also recognises that some communities have recognised representation whilst for others it is necessary to develop bespoke and specialised activity to achieve involvement - they are harder to reach.

The Council has a list of organisations it consults over matters to do with the Local Plan. We wish to use this **as part** of the SCI, acknowledging that they have a valuable contribution to make and that they have an existing relationship with the Council. However, we are very aware that there are other people and interests not recognised or represented in the current list. By considering in more detail the

communities of interest that exist in South Lakeland, we can improve and develop community involvement.

The following table is our first assessment of South Lakeland communities in the context of the LDF. It identifies likely communities of interest and suggests their likely interest in the LDF. We wish to develop and refine this and seek community views on whether interests are appropriately identified.

When considering involvement, we will use the list of communities to assess who we should be involving. It is in your interest to ensure we have the most comprehensive approach to this stage of the process.

In Appendix 4, we also provide a list to illustrate the organisations with whom we are already in contact. We have sorted these by the themes within the Community Strategy and referenced them to the communities identified in the table. We wish to develop and refine this and seek views on whether there are additional organisations we should add and whether the themed sorting is appropriate.

## Our approach to community involvement (cont.)

Community	Description	Hard to Reach	Statutory consultee	Estimated size	Potential Interest - Policies, Area Action Plans and supplementary planning guidance which take account of	Examples organisations (see Appendix 4)
<b>Communities of Interest</b>						
Elderly	Older People	Y			Elderly people's needs, for example, housing provision, town centres design, accessibility of services	Help the Aged, Age Concern
Rural elderly	Older People outside key service centres	Y	Y		As above	As above
Young People	11 - 18 year olds	Y	Y		Young people's needs, for example, sport and recreation provision, accessibility of services	Young Cumbria, County Youth Service
Young Adults	18 - 24 year olds	Y	Y		Young adults needs, for example, sport and recreation provision, accessibility to services, access to affordable housing and employment	Connexions
Rural young people	11-18 year olds resident outside the key service centres	Y			As above plus particular needs of access to services in rural areas	See above
Rural young adults	18-24 year olds resident outside the key service centres	Y			As above plus particular needs of access to services in rural areas	See above, Young Farmers Clubs
Young Children and Families with Young Children	Under 11's and their parents or guardians	Y			Children's needs, for example access to play areas and child care	Cumbria County Council (Sure Start)
Rural women	Females resident outside the key service centres	Y			As above plus particular needs of access to services in rural areas, including child care, access to premises for enterprise	Rural Women's Network
Single parent families		Y			Access to services; housing needs	Gingerbread
Social Housing providers	Registered social landlords and other social landlords				Provision of affordable housing	South Lakes Housing, Housing Associations, Housing Needs Partnership
Private housing landlords					Housing	Private Landlords Forum
Social landlord tenants	Tenants of social landlords				Access to affordable housing	South Lakes Housing, Tenants panels



## Our approach to community involvement (cont.)

Community	Description	Hard to Reach	Statutory consultee	Estimated size	Potential Interest - Policies, Area Action Plans and supplementary planning guidance which take account of	Examples organisations (see Appendix 4)
Private landlord tenants	Tenants of private landlords	Y			Access to affordable housing	
Private housing owners	People owning or in the process of purchasing their domestic residence	Y			Housing supply / affordability	
Second home Owners	People who own a property in the District, which is not their primary domestic residence	Y			Rural services, occupation requirements	
People in housing need	People in general or special housing need. Those on housing waiting lists or assessed as part of housing needs surveys.	Y			Access to affordable housing	Housing register, Housing Authorities, Cumbria Rural housing Trust
Homeless People		Y			Access to affordable housing	Cumbria Homelessness Forum
Black and ethnic minorities	As defined by the census	Y			Community and cultural requirements	
Carers	People who have particular needs due to their commitment to caring for another person				Access to services, transport	Carers' Organisations
People with disabilities	People who have impaired sensory/ physical / mental abilities	Y			Building design, modification, town centres developments, public open space	Disability organisations, Health service providers
Self employed		Y			Access to premises, communications technology	Cumbria Rural Enterprise Agency
Micro enterprises	Enterprises with up to 5 employees				Access to premises, communications technology	As above



## Our approach to community involvement (cont.)

Community	Description	Hard to Reach	Statutory consultee	Estimated size	Potential Interest - Policies, Area Action Plans and supplementary planning guidance which take account of	Examples organisations (see Appendix 4)
Unemployed people					Access to employment	Job Centre plus
Employees					Transport, access to premises	National Farmers Union
Agricultural employees	Employees of agricultural businesses				Investment in agriculture; Diversification	
Councillors	Elected representatives, County, District and Parish				Needs of electorate have been recognised	
Members of Parliament					Needs of constituents have been recognised	
Public transport providers	Rail and bus operating companies.				Transport, development of new routes, provision of route infrastructure	Stage Coach, First
Community transport providers	Organisations providing transport to meet community needs where other transport is not available or accessible.				Transport, development of new routes, provision of route infrastructure	Community Transport network
Public transport user groups	Groups advocating public transport improvements	Y			Transport, development of new routes, provision of route infrastructure	Furness Line Action Group
Transport infrastructure providers and sustainable transport interests	Organisations responsible for providing and managing road, rail, waterways, and those promoting sustainable transport	Y			Transport, development of new routes, provision of route infrastructure	Network Rail; Highways Agency
Agencies (county level)	Agencies responsible for providing services at the County level				Various on remit	Rural Regeneration Cumbria
Agencies (Local Government)	County, District and Parish Councils				Various on remit	



## Our approach to community involvement (cont.)

Community	Description	Hard to Reach	Statutory consultee	Estimated size	Potential Interest - Policies, Area Action Plans and supplementary planning guidance which take account of	Examples organisations (see Appendix 4)
Agencies (Central Government)			Y		Various on remit	Environment Agency
Agencies (Regional)			Y		Various on remit	North West Development Agency
Health Services and Organisations promoting Health and Well being	Organisations providing primary and acute care, and working to promote health and well being				Health care infrastructure	Morecambe Bay Primary Care Trust
Strategic and Local Partnerships	Partnerships developing community and regeneration plans for South Lakeland and Cumbria				Various , dependent on remit, link to Community Strategy	South Lakeland Local Strategic Partnership (LSP)
Emergency services			Y		Building, site, roads design, communications, design for community safety	Police, Fire, Ambulance
Small to Medium Enterprises	Enterprises with 5 to 20 employees	Y			Employment sites and premises, transport infrastructure, housing of key workers	Cumbria Chamber of Commerce, Cumbria Rural Enterprise Agency; Furness Enterprise
Medium the large enterprises	Enterprises with 20+ employees				Employment sites and premises, transport infrastructure, housing of key workers	As above
Agricultural businesses	Primary agricultural businesses (owners and tenants) and agricultural supply businesses	Y			Premises, diversification of farm businesses	National Farmers Union; Country Land Owners and Businesses Association
Rural service providers	Small enterprises providing services to rural communities e.g Post Offices, Village Shops				Premises, transport	Village and Retail Services Association (VIRSA)
Telecommunications / IT providers					Communications	British Telecom



## Our approach to community involvement (cont.)

Community	Description	Hard to Reach	Statutory consultee	Estimated size	Potential Interest - Policies, Area Action Plans and supplementary planning guidance which take account of	Examples organisations (see Appendix 4)
Utility Providers	Organisations supplying water, gas, electricity, and sewerage				Providing infrastructure to new development	United Utilities
Tourism operators	Enterprises offering visitor attractions				Premises, transport	Cumbria Tourist Board; Lake District Peninsulas Tourism Partnership
Tourism hospitality providers	Enterprises offering visitor accommodation, food and other services				Building design, signage, restrictions on change of use	As above; Lakes Hospitality Association
Biodiversity and Nature Conservation	Organisations working to protect and enhance the natural and semi-natural environmental quality of the district				Conservation of natural heritage, landscape, public access	Cumbria Wildlife Trust
Built Heritage and Conservation	Organisations working to promote the cultural and historic built heritage of the district				Conservation of cultural and historic built environment	English Heritage Civic Societies
AONBs	Organisations promoting the management of designated Areas of Outstanding Natural Beauty				Conservation of natural heritage, cultural and built environment landscape, public access	AONB Management Group
Community organisations	Community and voluntary organisations working to promote community well being.				Various, dependent upon remit	South Lakeland Council for Voluntary Service; Voluntary Action Cumbria (VAC)
Community safety organisations	Non statutory organisations working to promote community safety and address crime				Design to promote community safety	South Lakeland Crime and Disorder Reduction Partnership



## Our approach to community involvement (cont.)

Community	Description	Hard to Reach	Statutory consultee	Estimated size	Potential Interest - Policies, Area Action Plans and supplementary planning guidance which take account of	Examples organisations (see Appendix 4)
Arts and Culture organisations	Organisations promoting the arts and culture				Arts and culture provision	North West Arts Board
Sports, Leisure and Recreation	Organisations promoting participation in sport, leisure and recreation (formal and informal)				Sports and recreation provision	Sport England (North West)
Schools and colleges	Educational establishments				Development and modification of educational premises, transport, outreach services	Kendal College
Design organisations	Organisations providing services (or with an interest in) urban, landscape or architectural design.				Design quality, consistency of advice	Lancaster and Westmorland Society of Architects (LAWSA)
<b>Communities of place</b>						
Village	Named, nucleated settlement				All issues relevant to a particular geographical area	Parish and town councils, Village committees, Sports clubs, Parish Plan Steering groups etc, District and County Councillors
Town	Kendal, Ulverston, Grange, Milnthorpe and Kirkby Lonsdale (the Key Service Centres)				All issues relevant to a particular geographical area	Town Councils, Chambers of Trade, Residents associations, etc, District and County Councillors
Parish	Civil Parish area May contain a number of settlements and villages and or a town				All issues relevant to a particular geographical area	Parish Councils, District and County Councillors
District	Whole of the district				All issues relevant to a particular geographical area	District and County Councillors



## Our approach to community involvement (cont.)

### 3.4 Using existing community involvement activity to inform production of the LDF

The community involvement process will be designed to add to the information already available from existing community involvement activity.

The production of the LDF and the planning of involvement activities will be influenced by:

- Parish Plans
- Information from participatory appraisals undertaken through the Neighbourhood Forums
- The production of the Community Strategy
- Local area action plans such as the Market Towns Initiatives

In addition, district, county and regional strategies, (each informed by community involvement and research) will be used to identify issues and community needs.

For example:

- The South Lakeland Housing Strategy, (Informed by Housing Needs Surveys)
- The South Lakeland Economic Development Strategy
- Cumbria Rural Action Zone Strategy
- Regional Economic Strategy
- Health strategies

This existing knowledge will:

- Help determine issues which the LDF should address
- Identify existing community needs and aspirations
- Identify gaps in knowledge and involvement
- Inform the planning of new involvement activities.

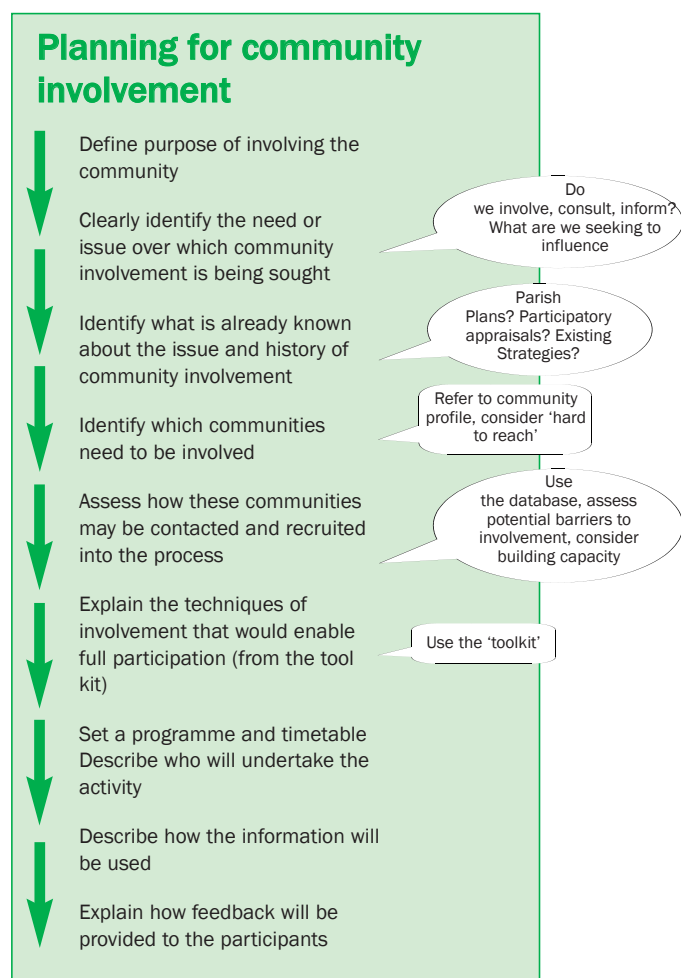
Further details of existing sources of information are provided in appendix 5

### 3.5 Planning for community involvement activities

Community involvement action plans will be produced for each document in the LDF. These will be shared with all participants.

The following diagram illustrates the steps we will take to design involvement activities.

Appendix 6 is the action plan for involving the community in the production of the SCI.



## Our approach to community involvement (cont.)

### 3.6 What we need to deliver the SCI

The Council will commit to providing the following resources:

#### **Capacity building:**

- Equipping staff and members with the skills and experience to plan, undertake activities. For example, providing access to training, sharing good practice throughout the Council and with other Authorities.
- Enabling communities to participate with confidence and improve the quality of the involvement activities. For example, working closely with community and voluntary sector development organisations to provide necessary training and development.

**Independent facilitators** will be appropriate for undertaking activities which will address issues of strong contention or where the Authority has had a history of disagreement with local communities. Independent facilitation will promote consensus building.

**Equipment and materials** will be required to deliver activities. The production of displays, maps and images will serve basic involvement needs whilst investment in cameras, recorders, and appropriate information technology will enable more advanced techniques of involvement.

**Venue hires and other direct costs** - We are keen to address the barriers to participation. We will aim to run events in locations appropriate to the communities involved. In some cases we will have to ensure that barriers of transport, accessibility and child care are addressed by appropriate provision.

### 3.7 Communication and media profile

Good communication is essential for communities to be kept up to speed with progress on the production of Local Development Documents. The Council will maintain a presence in the local newspapers and through the local radio stations.

Progress bulletins will be produced and form the basis for press releases and be published through the Council's web site. The web site will have a dedicated page for the LDF. It will be linked through to the Local Strategic Partnership's site, promoting appreciation of the links between the Community Strategy and the LDF.

The web site will promote and enable participation in the process. There will be a dedicated section of the site which will encourage public involvement on the current land use issues.

We will create links between the site and village, town and community websites, helping ensure that the LDF is closely linked with current community affairs.

<http://www.southlakeland.gov.uk/LDF>

## Continuous learning and development

### 4.1 Monitoring and evaluating the SCI

The use and development of the SCI will be a learning process. We aim to continually learn about what works and what could work better. Such monitoring will be built in to each involvement activity to ensure we have the community perspective on what works best.

We will collate the monitoring to determine:

- Is the SCI effective in engaging a range of communities?
- Does the information received add to or corroborate data and information of which we are already aware? If not, why not? What are we missing?
- Do participants value their involvement in the process?
- What techniques work best and in what situation?
- How can we do things better?
- Are we fulfilling our principles?

This will be a continuous process and be undertaken by the staff and members engaged in the activities. Responsibility for ensuring this takes place rests with the Planning Services Manager.

A report on the progress of the LDF, including the effectiveness of the SCI will be prepared on an annual basis and presented to the Council. It will be published on the website.



## Supportive Information

### 5. Appendices

<b>No.</b>	<b>Title</b>	<b>Page</b>
1	Statistical portrait of South Lakeland	26
2	Spectrum of Community Involvement	28
3	The 'Toolkit' - Techniques for community involvement	29
4	Organisations in South Lakeland	36
5	Documents informing the development of the LDF	42
6	Community Involvement Action plan for the SCI	43
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8	Glossary of terms	46

## Appendix 1

### Statistical Portrait - Population and Household Mix

#### Population and Household Information

The Census data for South Lakeland from 2001 reveals that the districts overall population was 102,301 made up of 44,129 households.

3% of the population were found to live in communal accommodation.

The population has a preponderance of females at 52% with the overall average age of residents @ 43 being four years older than the national comparison for England & Wales.

Reflecting this fact there is a significantly lower percentage of persons under 20 @ 21.5% and correspondingly a greater number of persons aged 60 and above, 27.3%. Overall 18.6% of the population is retired.

Within households in the district the single person figure is similar to the national average but consistent with age shift we have a higher percentage of pensioners at 30.1%.

Households with dependent children including single parent households are both lower than the national average with a figure of just under 25%.

At 57% a greater percentage of our community marry or remarry in a population which is almost exclusively white @ 99.2% and predominantly Christian @ 79%.

The rural nature of the district influences household car ownership with only 17.1% without access to a vehicle and of those households with a car 34.3% own two or more.

#### Health

In health terms around 91.4% of the population consider themselves to be in good or fairly good health which is not significantly different from national comparisons. Whilst a similar picture exists for care levels around 2600 persons under 65 receive Disability Living Allowance (DLA) requiring some care at home and a further 2700 receive Attendance Allowance (AA) where substantial home support or care is required.

#### Education

Echoing the lower proportion of young people within the district students and schoolchildren account for 3.8% of the population. Within the population aged 16 - 74 our educational attainment appears better than the average with 23.8% of persons who hold degrees.

Within households in the district the single person figure is similar to the national average but consistent with age shift we have a higher percentage of pensioners at 30.1%.

Households with dependent children including single parent households are both lower than the national average with a figure of just under 25%.

#### Property

Owner occupation is high within the district at 75.7% of households with the largest category being detached properties at 32% which have a higher average value at £183,619 @ 2001 prices The average house price in 2001 for all households was £116,273.

At today's prices that figure would be £151,000.

#### Crime and Violence

One encouraging comparator for the area is the low percentage of crime with more than 50% less per 1000 head of population across categories of violence, sexual offences, burglary from dwellings and theft from motor vehicles. Robbery and car theft are only 25% of the national figure.

## Appendix 1 (cont.)

### Comparison

	SOUTH LAKELAND %	NATIONAL %
Females	52%	
Males	48%	
Overall average age	43	39
Under 20	21.5%	25.1%
Over 60	27.3%	21%
Retired	18.6%	13.6%
Pensionable age	30.1%	23.8%
Married/Remarried	57%	51%
No access to a vehicle	17.1%	26.8%
Households with two or more vehicles	34.3%	29.4%
Proportion of school age	3.8%	5.1%
Degree level qualification	23.8%	19.8%
No Qualifications	24.2%	29.1%
Household ownership	75.7%	68.9%
Detached Properties	32%	22.8%
Average value Detached	£183,619	£178,806
Average value all house types @2001 prices	£116,273	£119,436
Gross average earnings	£16,600	£23,000

### Economy

The Council's recent Economic Strategy brings together more recent data on economic comparisons and concludes that 28% of households have incomes below £10,000 with 60% under £20,000 which is well below the national average. It suggests that 90% of newly forming households have gross incomes below the threshold required to afford the average price of the cheapest terraced housing.

The New Earnings Survey for 2002 indicates that employees within South Lakeland have gross average earnings of £16,600 per annum which is well below the comparison figure of £23,000 for the country as a whole. These wage rates are some of the lowest in the country and coupled with the escalating cost of housing make housing need a vital local issue for the Council. This issue is reflected in

the NW Regional Strategy 2003 which identifies South Lakeland as a "hot spot" for priority action to tackle affordable housing.

The Economic Strategy recognises that whilst on published labour market figures the district has an enviable 1.1% unemployment rate this disguises changes made by Government which conceal a more accurate level of 5.4% unemployment composed of those seeking work and those registered for other types of benefits including invalidity benefit.

The low level of unemployment also masks the recent loss of high salaried jobs in large employers, a number of whom have recently closed premises in Kendal and whilst the workforce may have gained alternative employment it is rarely in jobs of equal salary.

## Appendix 2

### A Spectrum of Community Involvement

	INFORM	CONSULT	INVOLVE	ACTING TOGETHER	EMPOWER
PURPOSE	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions	To obtain public feedback on analysis, alternatives, or decisions	To work directly with the public throughout the process to ensure that the public and private concerns are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public
COMMITMENT TO THE PUBLIC	We will keep you informed	We will keep you informed, listen to and acknowledge your concerns and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	We will place final decision making in your hands

## Appendix 3

### The 'Toolkit' - Techniques for community involvement

Source: DETR Guidance on enhancing public participation

Audit Commission 'Listen-up! Effective Community Consultation

Middlesbrough Council

### Publicity - newsletters, multi-media (CD ROM, VCR, media coverage)

Objective: Inform

Purpose:

To provide information specific to an organisation, neighbourhood or initiative

Advantages:

- ✓ Potential for regular updates
- ✓ Can be reach a wide audience depending on coverage and readership of the publication

Disadvantages:

- ⊗ Can be costly and time consuming to produce and distribute
- ⊗ Skills needed to write articles of interest and edit a newsletter
- ⊗ Newsletters can be perceived as junk mail
- ⊗ Not always read / seen by target audience
- ⊗ Although media coverage can be free if it is newsworthy, the media may slant the story

### Consultation Documents

Objective: Inform / consult

Purpose:

To provide information and can also be used to gather views by including a response slip / form

Advantages:

- ✓ Good starting point for consultation
- ✓ Makes the views of the organisation clear

Disadvantages:

- ⊗ Can be costly to produce and circulate
- ⊗ Document may not be read by many
- ⊗ Needs to be produced in variety of formats if it can be accessible by all (minority languages, braille, large print etc)
- ⊗ Does not cater for people with learning disabilities

### Exhibitions, roadshows, open-days, sign-boards

Objective: Inform / Consult

Purpose:

Used to provide information and to obtain views on specific projects or services

Advantages:

- ✓ Effective in publicising services / organisations
- ✓ Can give the public longer to comment on issues

Disadvantages:

- ⊗ Groups who are reached are dependant on location and timing of roadshow, exhibition etc
- ⊗ Likely to obtain views of a small number of people who are not representative of the target population

### Referenda

Objective: Involve

Purpose:

A formal poll on a single issue. Asks for a response to a single question. Can be postal or traditional. The outcome (ie a 'yes' or 'no') is binding.

Advantages:

- ✓ Opinion of entire population can be obtained quickly and efficiently
- ✓ Postal ballots can be used to improve turnout
- ✓ The organisation must act on the outcome.

Disadvantages:

- ⊗ Requires publicity to improve response rate
- ⊗ Should only be used for issues that require little or no explanation
- ⊗ Can only give a yes / no response or make a choice between a limited number of options.

### Comments & Complaints System

Objective: Consult

Purpose:

Provides direct feedback form service users

## Appendix 3 (cont.)

### Advantages:

- ✓ Shows that you are committed to service improvement through listening to and responding to comments and complaints
- ✓ Can identify persistent weaknesses
- ✓ Formal mechanism for pursuing a complaint

### Disadvantages:

- ⊗ unlikely to yield positive comments
- ⊗ Fails to elicit views of non-service users
- ⊗ Procedures must be established for dealing with complaints
- ⊗ Information may not always be reliable
  
- ⊗ Difficult to establish whether the complaint is about a one-off incident or a general feature of the service
- ⊗ Confidentiality must be a key consideration
- ⊗ Care must be taken to ensure that a previous or persistent complainant is not 'labelled' as such and that the services provided to them are not compromised.

## Self-completion questionnaires/Surveys

Objective: Consult

### Purpose:

Market research exercise used to gather quantifiable information on uncomplicated issues. Can be used to gather views and opinions and to measure attitudes, satisfaction and performance. Postal surveys can be used.

### Advantages:

- ✓ Low cost in time and money
- ✓ Effective way of gaining information from a lot of people very quickly
- ✓ Analysis is relatively straightforward for someone with the relevant skills
- ✓ Data can be updated and compared against local and national benchmarks is designed well
- ✓ Allows for anonymity and can therefore be used to consult on potentially sensitive issues
- ✓ Can include open ended questions to explore issues in more depth

### Disadvantages:

- ⊗ Unsuitable for addressing complex issues as usually only allows people to respond to set questions with predetermined answers
- ⊗ Open-ended questions can be difficult to analyse

- ⊗ Needs statistical and research expertise to design the research and analyse the data
- ⊗ Can yield a low response rate so requires a large sample
- ⊗ May be boring for respondents
- ⊗ Difficult to engage with 'hard-to-reach' groups
- ⊗ Needs to be produced in a variety of formats (eg for sensory impairment, minority languages)
- ⊗ Cannot always control how different people interpret questions
- ⊗ Cannot be certain of honesty / seriousness of responses

## Citizens Panel

Objective: Consult

### Purpose

To gather quantifiable information from demographically representative cross-section of the population. Can be used to gather views and opinions and to measure attitudes, satisfaction and performance, usually by postal or telephone survey

### Advantages:

- ✓ Can select and invite demographically representative people to become panel members
- ✓ A readily available 'pool' of willing respondents to consult with on any issue of relevance
- ✓ Can yield a good response rate
- ✓ Relatively cheap once the panel has been set up
- ✓ Provides a snap-shot of local opinion

### Disadvantages:

- ⊗ Cannot be used to discuss complex issues
- ⊗ Can be expensive and time-consuming to set up
- ⊗ Risk of 'over-consulting' with panel members
- ⊗ Panel members are unlikely to represent the views of the general population, as they are self-selecting and want to be consulted.
- ⊗ Members may become 'experts' and conditioned to providing the 'right' answers therefore the panel needs to be refreshed regularly (existing members replaced with new ones). Again this is a resource intensive process.
- ⊗ Members are not anonymous so may not be a suitable means of consulting about sensitive issues.

## Appendix 3 (cont.)

### Structured face-to-face and telephone interviews

Objective: Consult

Purpose:

Market research exercise used to gather quantifiable information on uncomplicated issues. Can be used to gather views and opinions and to measure attitudes, satisfaction and performance.

Advantages:

- ✓ Fieldworkers complete questionnaires on behalf of respondents so tends to yield a good response rate
- ✓ Easier to engage with hard-to-reach groups as overcomes problems with literacy, visual impairment and language barriers
- ✓ Can be used to obtain responses from demographically representative sample of population through use of quotas
- ✓ Can be easy to analyse, if person involved has the necessary skills

Disadvantages:

- ⊗ Cannot be used to discuss complex issues
- ⊗ Interviewer cannot respond to any questions from the respondent
- ⊗ Can be perceived as intrusive as respondents may feel that their privacy has been compromised
- ⊗ May be boring for the respondent
- ⊗ Needs statistical and research expertise to design the research and analyse the data
- ⊗ Can be costly and time consuming
- ⊗ May have to use external market research company
- ⊗ Personal safety of fieldworkers can be jeopardised when carrying out face-to-face interviews, particularly on doorsteps
- ⊗ Lowest income group may not have access to a phone, or may only have a mobile.

### Semi-Structured Interviews

Objective: Consult

Purpose:

One-to-one interviews to explore issues based on a loose set of questions.

Advantages:

- ✓ Allows issues to be explored in depth by use of probing questions

- ✓ Interviewer can respond to questions
- ✓ The structure of the interview can be changed, to an extent, to fit in with what the respondent wants to talk about

Disadvantages:

- ⊗ Specific skills are required to conduct the interview
- ⊗ Interviews are time-consuming
- ⊗ Interviews only involve one person at a time, therefore may only involve a small number of participants
- ⊗ Views not necessarily representative
- ⊗ Can be difficult to analyse

### Unstructured/Indepth interviews

Objective: Consult

Purpose:

A one to one interview where the interviewer is able to explore a theme without being restricted to a series of questions

Advantages:

- ✓ Interviewer can pick up on particular issues and probe deeper
- ✓ Gathers a large amount of detailed information
- ✓ Very personal and can be used to explore sensitive issues

Disadvantages:

- ⊗ Specific skills are required to conduct the interview
- ⊗ Interviews are time-consuming
- ⊗ Likely to involve a small number of participants
- ⊗ Can be difficult to generalise views
- ⊗ Can be difficult to analyse

### Focus Groups & Discussion groups

Objective: Consult / Involve

Purpose:

Facilitated group discussion to explore issues in depth and seek views of particular interest groups. Can be used to generate ideas.

## Appendix 3 (cont.)

### Advantages:

- ✓ Can be designed to involve those who are perceived as 'hard-to-reach' and disengaged
- ✓ Can be used to explore complex issues
- ✓ Provides in depth information
- ✓ Useful for building on survey or questionnaire findings
- ✓ Allows interaction and spontaneity between participants

### Disadvantages:

- ⊖ Can be costly and time-consuming
- ⊖ Requires expertise to facilitate discussion as it can easily 'veer off' at tangents
- ⊖ Consideration needs to be given to a suitable venue
- ⊖ Can only achieve limited representativeness
- ⊖ Discussions can be difficult to transcribe and analyse

## Ward Councillor Contact

Objective: Consult

### Purpose:

A contact point for citizens to express their views and concerns about issues that affect them.

### Advantages:

- ✓ Good for public relations
- ✓ Makes people feel that they are being listened to and that their issues matter
- ✓ Enhances the representative role of local councillors.

### Disadvantages:

- ⊖ Provides a limited and unrepresentative perspective

## Formal, committee style meetings

Objective: Inform / consult

### Purpose:

Formal public decision-making. Public may attend and occasionally be permitted to contribute without voting

### Advantages:

- ✓ Provides a formal structure for decision-making

### Disadvantages:

- ⊖ Limited public involvement

## User Panel

Objective: Consult

### Purpose:

To seek views about service delivery and development from service users

### Advantages:

- ✓ Group has knowledge, experience and understanding of the issue / service in question
- ✓ Regular dialogue can help the discussion
- ✓ Membership can be rotated so to maintain a balance of old and new members
- ✓ Opportunity for direct liaison and feedback between panel members and service providers

### Disadvantages:

- ⊖ Provides limited and not necessarily representative perspective
- ⊖ Group can grow too close to the organisation to be able to provide an objective viewpoint
- ⊖ Cannot be used for discussing a wider range of services
- ⊖ Does not address needs of non-service users

## Forums

Objective: Consult / Involve

### Purpose:

Structured and regular meetings with interest groups to consult about issues of local and town-wide importance. Used to provide information, seek views and develop / endorse local plans and strategies for the community or whole town.

### Advantages:

- ✓ Regular process of involvement
- ✓ useful link between partner agencies and local people and businesses
- ✓ Can be used to seek committed involvement from local people
- ✓ Relatively cheap
- ✓ Can be held at times and locations appropriate to target communities

### Disadvantages:

- ⊖ Attendees are likely to be the 'usual suspects' and are unlikely to represent the views of the whole community
- ⊖ Can be dominated by the 'most vocal'
- ⊖ Agenda can be taken over
- ⊖ Needs effective management

## Appendix 3 (cont.)

### Public Meetings

Objective: Consult / Involve

Purpose:

Structured and regular local meetings for members of the public and stakeholders, to consult about issues of local and town-wide importance. Used to provide information, seek views and develop / endorse local plans and strategies for the community or whole town.

Advantages:

- ✓ Useful link between partner agencies and local people and businesses
- ✓ Can be used to seek committed involvement from local people
- ✓ Relatively cheap
- ✓ Addresses specific issues raised by the public and allows them to 'let off steam'
- ✓ Can be held at times and locations appropriate to target communities

Disadvantages:

- ⊗ Attendees are likely to be the 'usual suspects' and are therefore unlikely to represent the views of the whole community
- ⊗ Unless the issue is controversial or of significant local interest, turnout can be poor
- ⊗ Can be dominated by the 'most vocal'
- ⊗ Can be difficult to separate individual complaints from broader issues
- ⊗ Agenda can be taken over
- ⊗ Difficult to run and organise, particularly in areas where there are no defined communities (geographical or of interest)

### Advisory boards

Objective: Consult / involve

Purpose:

A group whose role is to advise partner agencies on policy decisions and services. Group membership may consist of professionals and all key stakeholders including citizens, businesses and representatives from partner agencies.

Advantages:

- ✓ Can use existing groups or organisations
- ✓ A permanent group who meet regularly
- ✓ Group will be familiar with the issues in question

- ✓ Group are able to give advice from a variety of perspectives
- ✓ Can offer an 'expert opinion'

Disadvantages:

- ⊗ May not be specific to communities
- ⊗ May only be useful for looking at general issues
- ⊗ People may become experts and therefore unrepresentative
- ⊗ Can only involve limited number of participants
- ⊗ Members may not be representative

### Seminars/Workshops

Objective: Inform, Consult, Involve

Purpose:

A formally organised discussion group that aims to exchange and gather information. Can involve all key stakeholders. Usually in the format of presentations followed by small group discussions, ending in a large group discussion of key issues that have been raised.

Advantages:

- ✓ Opportunity for organisations to share large amounts of information
- ✓ Large numbers of people can participate
- ✓ Opportunity for dialogue between partner organisation, citizens and other key stakeholders group
- ✓ Opportunity to engage in multi-disciplinary discussions if appropriate
- ✓ Participants can ask questions and explore issues in detail
- ✓ Encourages participants to 'network' and share experiences, knowledge and expertise

Disadvantages:

- ⊗ Requires skilled facilitators to ensure objectives are achieved within the given time-scale and to ensure that all participants are given the opportunity to contribute to the discussion
- ⊗ Requires a great deal of organisation
- ⊗ Can be costly and time consuming

## Appendix 3 (cont.)

### Futures Conferencing/ Visioning Exercises

Objective: Involve / Acting together

Purpose:

Attempts to involve people in discussions about what their town or area means to them and what they hope to see in the future. Involves representatives of all stakeholders

Advantages:

- ✓ Creates a real sense of involvement by using knowledge and understanding of local people
- ✓ Can build consensus
- ✓ Promotes community ownership of the results

Disadvantages:

- ⊖ Time-consuming
- ⊖ Can raise unrealistic expectations
- ⊖ Cost

### 'Physical Planning'

Objective: Involve

Purpose:

Structured consultation method that uses a 3D plan of the neighbourhood to ascertain what physical changes people want for their local area. There are national organisations that specialise in providing structured consultation exercises including the Neighbourhood Initiatives Forum (Planning for Real) and 'Placecheck'

Advantages:

- ✓ Can be available as a tailored 'Planning for Real' or 'Placecheck' package, so easy to set up
- ✓ Is entertaining and involves those who wouldn't normally participate
- ✓ Makes it easy to obtain honest and wide-ranging opinions
- ✓ Can deal with complex issues

Disadvantages:

- ⊖ Difficult to ensure representativeness
- ⊖ Can be a costly exercise
- ⊖ Size of the model limits how many people can be involved
- ⊖ Many models may be required if consultation is to be far reaching

### Citizens Juries

Objective: Involvement

Purpose:

Small sample of population (usually paid) who debate an issue in a quasi-judicial setting with witnesses. Aims to obtain informed and considered opinion or 'verdict' on a specific, often controversial issue

Advantages:

- ✓ Can be used to address very complex and often controversial issues that decision-makers have struggled to resolve
- ✓ Participants can be made fully aware of a situation but can still come to a decision from a 'lay' perspective

Disadvantages:

- ⊖ Very small and usually representative sample
- ⊖ Difficult to include all interest groups
- ⊖ Can be time-consuming and resource intensive for both agencies and 'jurors'
- ⊖ Limited numbers involved may reduce ownership of results

### Community Needs Analysis

Objective: Involve

Purpose:

Framework for detailed overview of small area. Involves a range of stakeholders to determine actions following research on complex issues

Advantages:

- ✓ Provides very detailed analysis of issues thus ensuring decisions are evidence-based

Disadvantages:

- ⊖ Expensive and time consuming
- ⊖ Possibly leads to over expectation
- ⊖ Needs to be managed effectively

## Appendix 3 (cont.)

### **Virtual Consultation/ E-government (Internet/E-mail/ video-conferencing)**

Objective: Inform / Consult / Involve /  
Acting together

Purpose  
Consulting and providing information using web  
technology

Advantages:

- ✓ Very cheap and quick way of obtaining views
- ✓ Background information can be made readily available
- ✓ Good response rate
- ✓ Potentially wide-reaching and likely to be used extensively in the future
- ✓ Can be used to engage with some 'hard-to-reach groups' (language, audio etc)
- ✓ Useful for panel surveys
- ✓ Can be used to address complex issues (chat rooms for focus groups)

Disadvantages:

- ⊗ Only accessible to people who are IT literate and have access to appropriate equipment
- ⊗ Some groups are less likely to use PC'S and particularly the Internet therefore unlikely to be able to obtain completely representative views (eg elderly, low income)

## Appendix 4

### Organisations Representing South Lakeland's Community Interests

The following table seeks to profile the characteristics and interests of South Lakeland's community and begin to identify those organisations that best represent those interests.

Organisations are listed by their primary interests but it is recognised that many will have multiple interests.

COMMUNITY	DESCRIPTION	PRESENTATION
		<b>Key</b> SLDC - South Lakeland District Council CCC - Cumbria County Council LSP - Local Strategic Partnership
<b>Communities of Interest</b>		
Elderly	Older People	Age Concern; Help the Aged; South Lakeland Pensioners Forum
Rural Elderly	Older People outside key service centres	Age Concern; Help the Aged; South Lakeland Pensioners Forum
Young People	11 to 18 year olds	Cumbria Youth Alliance; Young Cumbria; SLIPSTREAM (c/o Police); CCC Neighbourhood Development (Youth); South Lakeland Youth Work Partnership; Youth Clubs; School Councils (secondary schools); South Lakes Schools Council Conference; Cumbria Connexions; LSP Children and Young People Task Group;
Young Adults	18 to 24 year olds	South Lakeland Youth Council; Connexions; CCC (Education Service); Colleges;
Rural Young People	11 to 18 year olds resident outside key service centres	See Above; Young Farmers Clubs
Rural Young Adults	18 to 24 year olds resident outside key service centres	See above
Young Children and Families with Young Children	Under 11's and their parents or guardians	CCC (Sure Start, incorporating Early Years and Children's Information Service); Children's Information Service); NSPCC; School Councils (Primary); SLDC (Play bus); South Lakeland Children's Action Group; Pre School Learning Alliance; National Child Minders Association
Rural Women	Females resident outside key service centres	Rural Women's Network; VAC; Women's Institute; Mother's Union; Pre School Learning Alliance.
Single Parent Families		Gingerbread; CCC (Sure Start)
Social Housing Providers	Registered social landlords and other social landlords	South Lakes Housing (SLH); Registered social landlords include Home Housing Association (HA), Impact HA, Anchor HA and Two Castles HA; Other social housing providers, eg charitable trusts; Cumbria Rural Housing Trust; Housing Corporation

## Appendix 4 (cont.)

COMMUNITY	DESCRIPTION	PRESENTATION
Private Housing Landlords	Tenants of private landlords	Private Landlords Forum; Warm Homes Forum
Social Landlord Tenants	Tenants of social landlords	Tenants and Residents Associations; SLH Tenants Committee; SLH Area Panels; also Social Landlords (see above)
Private Landlord Tenants	Tenants of private landlords	Private Landlords Forum; SLDC - Community and Housing (Housing Needs Survey and Private Stock Condition Survey)
Private Housing Owners	People owning or in the process of purchasing their domestic residence	Residents' Associations; Estate Agents; Housing Needs Partnership
Second Home Owners	People who own a property in the district, which is not their primary domestic residence	
People in Housing Need	People in general or special housing need. That on housing waiting lists or assessed, as part of housing needs surveys.	<b>General Needs:</b> SLDC - Community and Housing (Housing Needs Survey and Private Stock Condition Survey); Cumbria Rural Housing Trust; LSP Affordable Housing Task Group; <b>Special Needs:</b> South Cumbria Housing Forum; Supporting People Inclusive Forum; Mental Health Housing Partnership; Travellers and Gypsies Working Group.
Homeless People		Cumbria Homelessness Forum; Shelter Cumbria; Manna House in Kendal
Black and Ethnic Minorities	As defined by the census	Cumbria County Council - Equalities Officer
Carers	People who have particular needs due to their commitment to caring for another person	South Lakeland Carers Association; CCC (Social Services).
People with Disabilities	People who have impaired sensory, physical or mental abilities	AISLE (Access in South Lakeland); SLDC (Access Officer); CCC (Social Services); Oaklea Trust; Disability Action South Lakeland; Shop Mobility; MIND; Speakability; Cumbria Deaf Association; South Lakeland Society for the Blind; Physical Disability and Sensory Impairment Task Group; Multi-Agency Acquired Brain Injury Group.
Self Employed		Business Link
Micro Enterprises	Enterprises with up to 5 employees	Cumbria Rural Enterprise Agency; Distinctly Cumbrian (also CREA); Made in Cumbria; Federation of Small Businesses; Enterprising Communities (VAC); Rural Women's Network (VAC); Furness Enterprise; West lakes Renaissance

## Appendix 4 (cont.)

COMMUNITY	DESCRIPTION	PRESENTATION
Unemployed People		JobCentre Plus (Kendal and Ulverston); Cumbria Learning and Skills Council; Cumbria Connexions.
Employees		Federation of Small Businesses; Cumbria Chamber of Commerce.
Agricultural Employees	Employees of agricultural businesses	National Farmers Union
Councillors	Elected representatives at County, District or Parish level	Elected representatives of SLDC and CCC, (outside the national parks); Parish Councils
Members of Parliament		Tim Collins MP and John Hutton MP.
Public Transport Providers	Rail and bus operating companies	Stage Coach; Virgin; First ; Other local bus services (eg Mountain Goat and Woofs); LSP Accessible Transport Task Group
Community Transport Providers	Organisations providing transport to meet community needs where other transport is not available or accessible	Community Transport South Lakeland; Rural Transport Partnership
Public Transport User Groups	Groups advocating public transport improvements	Lakes Line Action Group; Furness Line Action Group; North West Rail Users Consultative Committee
Transport Infrastructure Providers and Sustainable Transport Interests	Organisations responsible for providing and managing road, rail, waterways, and those promoting sustainable transport	Strategic Rail Authority; Network Rail; Cumbria County Council (highway authority); Highways Agency; Sustrans, Furness Greenways Partnership; Cumbria Local Access Forum; Ramblers Association; Cumbria Bridleways Society; Cyclists Touring Club (CTC);
Agencies (County level)	Agencies responsible for delivering services at a county level	Rural Regeneration Cumbria (RRC); West Lakes Renaissance; Cumbria Vision; Cumbria Tourist Board (CTB);
Agencies (local government)	District, County and Parish Councils	Cumbria County Council, South Lakeland District Council; the Lake District National Park Authority; Yorkshire Dales National Park Authority (Also consulting neighbouring local authorities: Barrow Borough Council, Eden District Council, Lancaster City Council; Craven District Council; Lancashire County Council; North Yorkshire County Council.)
Agencies (Central Government)		Department of Environment, Food and Rural Affairs (DEFRA; English Nature; Countryside Agency; English Heritage; Heritage Lottery Fund; Environment Agency;

## Appendix 4 (cont.)

COMMUNITY	DESCRIPTION	PRESENTATION
Agencies (Regional)		Government Office North West (GONW); North West Development Agency (NWDA); North West Regional Assembly; Morecambe Bay Primary Care Trust (MBPCT); Cumbria and Lancashire Strategic Health Authority; Housing Corporation North West
Health Services and Organisations promoting Health and Well being	Organisations providing primary and acute care, and working to promote health and well being	Cumbria and Lancashire Strategic Health Authority; Morecambe Bay Primary Care Trust (MBPCT); Morecambe Bay Hospitals Trust; LSP Health and Well Being Task Group; Morecambe Bay Health Promotion; Cumbria Family Practitioners; Mental Health Services; South Lakeland Healthy Community Network; Making Space; MIND; Post Natal Support Group;
Strategic and Local Partnerships	Partnerships developing community and regeneration plans for South Lakeland and Cumbria	South Lakeland Local Strategic Partnership (LSP); Cumbria Strategic Partnership (CSP); Ulverston and Low Furness Market Towns Initiative (MTI); Lakes MTI; Kendal Partnership; Ulverston 2000+; Kirkland Partnership; Lancaster Canal - Northern Reaches Restoration Group (NRRG); South Lakes Gateway Steering Group; Grange 3 P's;
Emergency Services		Police, Fire, Ambulance, Coast Guard; Mountain Rescue
Small to Medium Enterprises	Enterprises with 5 to 20 employees	Cumbria Chamber of Commerce; Kendal and District Chamber of Trade; Ulverston Traders Association; Ulverston Licensed Victuallers Association; Kirkby Lonsdale Chamber of Trade; Broughton Chamber of Trade; Kendal Retail Forum; Grange Chamber of Trade; Kendal Trades Council; (See also below)
Medium and Large Enterprises	Enterprises with 20+ employees	Business Link Cumbria; Cumbria Inward Investment Agency; Furness Enterprise; SLDC (Economic Development); Cumbria Strategic Partnership - Rural Sub-Group; individual large manufacturing and service employers (See also above)
Agricultural businesses	Primary agricultural businesses (owners and tenants) and agricultural supply businesses.	National Farmers Union; Cumbria Land Owners and Businesses Association (CLAB); National Trust; Farmers Markets; Rural Futures (VAC); Westmorland Agricultural Society; Kendal Auction Mart.
Rural Service Providers	Small enterprises providing services to rural communities eg Post Offices, Village Shops	Village and Retail Services Association (ViRSA); Rural Post Offices;
Telecommunications and IT Providers		British Telecom; Orange; Vodaphone; T Mobile; O2; Cumbria ICT Broadband Initiative (CIBI);

## Appendix 4 (cont.)

COMMUNITY	DESCRIPTION	PRESENTATION
Utility Providers	Organisations supplying water, gas, electricity, and sewerage	United Utilities (water, sewerage and electricity); Transco (gas)
Tourism Operators	Enterprises offering visitor attractions	Cumbria Tourist Board (CTB); Lake District Peninsulas Tourism Partnership; South Lakes Tourism Partnership; SLDC (Tourism); (Also Japan Forum, North America Forum and South Lakeland Conference Forum)
Tourism Hospitality Providers	Enterprises offering visitor accommodation, food and other services	Cumbria Tourist Board (CTB); Lake District Peninsulas Tourism Partnership; South Lakes Tourism Partnership; Lakes Hospitality Association; SLDC (Tourism); Kendal Tourism Partnership;
Biodiversity and Nature Conservation	Organisations working to protect and enhance the natural and semi-natural environment of the district	Cumbria Wildlife Trust; RSPB; Friends of the Lake District; Cumbria Biodiversity Partnership; Morecambe Bay Partnership; Duddon Estuary Partnership; British Trust for Conservation Volunteers (BTCV); National Trust; Forestry Commission; Cumbria Woodlands; Farming and Wildlife Advisory Group; CCC (Ecologist); Friends of the Earth; North West Sea Fisheries Committee; LSP Quality Environment Task Group. English Nature; Countryside Agency; Environment Agency;
Built Heritage and Conservation	Organisations working to promote the cultural and built heritage of the district	English Heritage; Heritage Lottery Fund; Civic Trust; Federation of Amenity Societies; Civic Societies (Kendal, Ulverston, Grange, Kirkby Lonsdale); Village Societies; Better Towns Groups; Lancaster Canal - Northern Reaches Restoration Group; LSP Quality Environment Task Group.
AONBs	Organisations promoting the management of the designated Areas of Outstanding Natural Beauty	Arnsdale-Silverdale AONB Countryside Management Service; Service, relevant local authorities and Countryside Agency;
Community Safety Organisations	Non statutory organisations working to promote community safety and address crime	South Lakeland Crime and Disorder Reduction Partnership (CRDP); Magistrates; Probation Service
Community Organisations	Community and voluntary organisations working to promote community well being	Parish Councils; Voluntary Action Cumbria (VAC); Cumbria Association of Local Councils; Residents Associations; Community Associations; Neighbourhood Forums; Citizens Advice Bureaus (Cumbria Rural, Kendal and Ulverston); CCC (Neighbourhood Development).
Arts and Culture	Organisations promoting the arts and culture	SLDC (Culture and Tourism); CCC (Cultural Policy); North West Arts Board; Lakeland Arts Trust; Welfare State International; numerous local arts and cultural organisations; SLDC Cultural Strategy Steering Group (which has a role as a LSP Task Group)

## Appendix 4 (cont.)

COMMUNITY	DESCRIPTION	PRESENTATION
Sports, Leisure and Recreation	Organisations promoting participation in sport, leisure and recreation (formal and informal)	SLDC (Sports and Recreation); CCC (Education); South Lakeland Leisure; Sport England (NW); National Sports Governing Bodies (Regional or Cumbria representatives); Local Sports Clubs
Schools and Colleges	Educational Establishments	Kendal College; Secondary Schools; Primary Schools; Cumbria Governors; CCC (Education);
Design Organisations	Organisations providing (or with an interest in) services in urban, landscape, and architectural design	Lancaster and Westmorland Society of Architects (LAWSA); Local Architects; RIBA; Commission for Architecture and the Built Environment (CABE);
<b>Communities of Place</b>		
Village	Named nucleated settlement	Parish and Town Councils; Village Committees; Sports Clubs; Parish Plan Steering Groups.
Town	Kendal, Ulverston, Grange, Milnthorpe and Kirkby Lonsdale. (The Key Service Centres)	Town Councils; Chambers of Trade; Residents Associations;
Parish	Civil Parished Area (may contain number of settlements)	Parish Councils
District	Whole of District	South Lakeland District Council; Cumbria County Council (Local Committee for South Lakeland); Cumbria Association for Local Councils (South Lakeland);

## Appendix 5

### Documents informing the development of the LDF

DATE	INFLUENCE	CONTRIBUTION	COMMUNITY INVOLVEMENT HISTORY
2004	South Lakeland Community Strategy (South Lakeland LSP)	Strategic vision and priority themes for promoting well being of the District	3 Community Conferences, 450 direct mail consultees, Neighbourhood Forum, Youth event, LSP Task Groups
2003	South Lakeland Strategic Plan (SLDC)	Established strategic priorities for the Council	XXX Direct mail consultees
Various	Parish Plans (Various)	Local community planning outcome in XXX Parishes of the district. Provides local view of needs and aspirations	Extensive local consultation in each of participating Parishes.
2003	Market Town Action Plans (Ulverston Market Towns Partnership, Lakes Market Towns Partnership)	Local community planning outcome. Provides local view of needs and aspirations plus an action plan.	Health check, consultation and action planning.
Various	Housing needs surveys (Cumbria Rural Housing Trust on behalf of SLDC)	Housing needs established on Parish basis.	Based on questionnaire and interview derived data.
	South Lakeland Housing Strategy (SLDC)	Housing Authority strategy for the District	Produced through consultation with specialist organisations, partners and community
	Older peoples Housing Strategy (SLDC)	Housing Authority strategy for the District	Produced through consultation with specialist organisations, partners and community
	Homelessness Strategy (SLDC)	Housing Authority strategy for the District	Produced through consultation with specialist organisations, partners and community
Various	Proceedings of housing tenants panels (SL Housing)	Local neighbourhood views on community and housing issues	
Various	Employers Survey (CCC, CIIA)	Research on business activity and needs	Consultation and research conducted amongst Cumbrian Business
2001	National Census (ONS)	Baseline demographic data	
	Cumbria Strategy (Cumbria Strategic Partnership)		
2003	Regional Economic Strategy (NWDA)	Presents the regional economic development priorities	Produced by NWDA in consultation with regional partners
2004	Economic Development Strategy (SLDC)	Presents the Council's economic development priorities	Produced in consultation with local businesses, advisors and economic development organisations
2002/2003	Rural ActionZone Strategy (Rural Regeneration Cumbria)	Rural development strategy, endorsed by NWDA and guiding major public sector investment in economic and social development	Developed in conjunction with Cumbria organisations, (Private, public and voluntary sector)
Various	Rural Services Survey (Countryside Agency)	Information on access to rural services at the Parish level	Now produced mostly from ONS statistics, Parish Councils provided local information on accessibility to services.

## Appendix 6

### Involvement Action Plan for production of SCI

This action plan provides a worked example of the approach to planning community involvement described in this document.

<p>Define the purpose of involving the community.</p>	<ul style="list-style-type: none"> <li>To determine whether the SCI is sufficiently understandable, relevant and meaningful to South Lakeland's communities as a basis for developing the LDF</li> </ul>
<p>Clearly identify the need or issue over which community involvement is being sought</p>	<ul style="list-style-type: none"> <li>To test the draft SCI</li> <li>Is it understandable Is the language plain enough?</li> <li>Does the SCI clearly convey its purpose?</li> <li>Do people understand the authority's proposed approach?</li> <li>Is their community confidence in the approach?</li> <li>Does the SCI adequately identify communities of interest and place?</li> <li>How can the SCI be improved?</li> <li>What will work best for SL Communities?</li> <li>Does the SCI meet Government requirements?</li> </ul>
<p>Identify what is already known about the issue and history of community involvement</p>	<ul style="list-style-type: none"> <li>This is a new piece of work</li> <li>Communities will need introduction to the purpose of the LDF and the role of the SCI</li> </ul>
<p>Identify which communities need to be involved</p>	<ul style="list-style-type: none"> <li>Organisations which represent key South Lakeland community interests in the public, private and voluntary sectors.</li> <li>District Councillors</li> <li>Parish Councils</li> <li>County, regional and national agencies</li> <li>LSP Community Involvement Task Group</li> <li>A choice of hard to Reach groups</li> </ul>
<p>Explain the techniques of involvement that would enable full participation (From the tool kit)</p>	<ul style="list-style-type: none"> <li>Production of a consultation draft of the SCI and supportive questionnaire                         <ul style="list-style-type: none"> <li>Postal consultation with organisations who have the capacity to deal effectively with such consultations. (Including the statutory consultees)</li> <li>Community Voice</li> <li>Publication through the Council's website, inviting comment from citizens.</li> </ul> </li> <li>Discussion group for community development organisations working in SL</li> <li>Discussion group and one to one interviews with Parish Council Chairmen and Clerks</li> <li>Discussion groups for Councillors</li> <li>Discussion group for key voluntary sector reps (Elderly, Youth, Health)</li> </ul>
<p>Assess how these communities may be contacted and recruited into the process</p>	<ul style="list-style-type: none"> <li>Using the established data base of contacts against communities of interest.</li> <li>Seeking views from voluntary sector, health, local government organisations regarding gaps in database.</li> <li>Councillors and other discussion group participants by direct appointment.</li> <li>General public by website, supported by media articles</li> </ul>

## Appendix 6 (cont.)

Set a programme and timetable	<ul style="list-style-type: none"><li>• During July and August 2004</li></ul>
Describe who will undertake the activity	<ul style="list-style-type: none"><li>• Planning Services staff</li></ul>
Describe how the information will be used	<ul style="list-style-type: none"><li>• Information will be assembled and analysed by planning services staff.</li><li>• Relevant information will be passed to colleagues working on the Community Strategy and in neighbouring planning authorities.</li><li>• The SCI will be redrafted and published using the information and analysis</li></ul>
Explain how feedback will be provided to the participants.	<ul style="list-style-type: none"><li>• Bulletin to all participants</li><li>• Bulletin on web site</li><li>• Media</li></ul>

## Appendix 7

### References

**Community Involvement in Planning - The Government's Objectives**

(Office of the Deputy Prime Minister - ODPM, February 2004)

**Consultation draft of Creating Local Development Frameworks**

(OPDM, November 2003)

**Consultation Draft of Planning Policy Statement 12 - Local Development Frameworks**

(OPDM, October 2003)

**Consultation draft of Local Development Frameworks, Guide to Procedures and Code of Practice**

(OPDM, October 2003)

**Consultation draft of the Town and Country Planning (Local Development) (England) Regulations) 2004**

(OPDM, October 2003)

**Consultation Paper on Planning Policy Statement 1 - Creating Sustainable Communities**

(OPDM, February 2004)

**Relationships Between Community Strategies and Local Development Frameworks**

(Entec, Final Report for OPDM, October 2003)

**Listen up! Effective community consultation**

(Audit Commission)

**Managing Working with the public**

(Sue Goss (Editor) Local Government Association)

**Middlesbrough Partnership Engagement Framework**

(Middlesbrough Council)

**Community Consultation and Participation policy and strategy**

(South Hams District Council)

**Consultation Strategy**

(Stockton-on-Tees Borough Council)

**Community Engagement in the New South Wales Planning System**

(New South Wales Government, Australia)

## Appendix 8

### Glossary

<b>LDF</b>	Local Development Framework
<b>SCI</b>	Statement of Community Involvement
<b>The Council</b>	South Lakeland District Council
<b>The Planning Authority</b>	South Lakeland District Council
<b>ODPM</b>	Office of the Deputy Prime Minister
<b>RPG</b>	Regional Planning Guidance for the North West
<b>RSS</b>	Regional Spatial Strategy (will replace the above)
<b>LDNPA</b>	Lake District National Park Authority
<b>YDNPA</b>	Yorkshire Dales National Park Authority