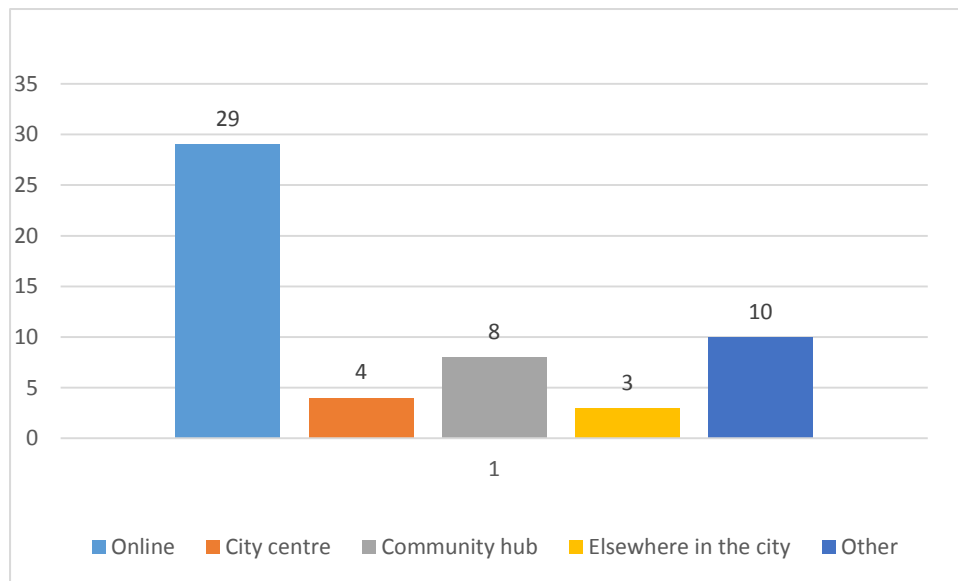


## Appendix 2 Consultation Summary

The consultation draft SCI was published alongside an online survey. Written comments were also invited. Eight written responses were received, two of which were to confirm the stakeholder had no comment to make, and 34 people responded to the online questionnaire. Some questions were aimed at collecting details and information specific to how individual respondents wish to be involved in future consultations. The responses to the questions most relevant to the SCI document are summarised here.

### Where or how would it be most useful to go to get involved in planning consultations in the future?



(Note that respondents were able to indicate more than one method)

Those who responded mentioned a variety of places to involve people, mainly noting that a range of approaches is often needed, that written material such as leaflets, posters and newspapers remains important and that direct contact by email is important. The importance of local community organisations and their ability to let people know what is happening that is relevant in their area was noted. Parish magazines were noted. No additional methods or locations were described that are not already in the SCI, but additional reference to the importance of using a range of methods for larger consultations has been noted in the heading to the third column of Table 1.

### During the Covid-19 Pandemic it has been necessary to make greater use of online and 'virtual' means of holding meetings and workshops – do you have any experience of these and have they been effective?

A number of comments were made about online consultations, which will be helpful to consider when designing new ones. These can be summarised as positives and negatives:

Positives	Negative
Can bolster attendance	Can become dominated by a few, especially without a good chair
Can increase variety of attendees	Body language, expressions etc not obvious and meetings are less fluid. It can be harder to

## Appendix 2

	communicate well
Convenient	Require patience to work out systems
Accessible	Disenfranchise those who are not savvy about what is going on or using tech
Reduces car travel	Drawn and written material is hard to share and read
Some people feel happier sharing their thoughts	Often too short with limited opportunities to speak or ask questions
	Problems with technology, systems, signals, etc.
	Lacks opportunities for both debate and informal chats.

These comments are useful to inform future consultations, but do not requiring changes to the SCI document.

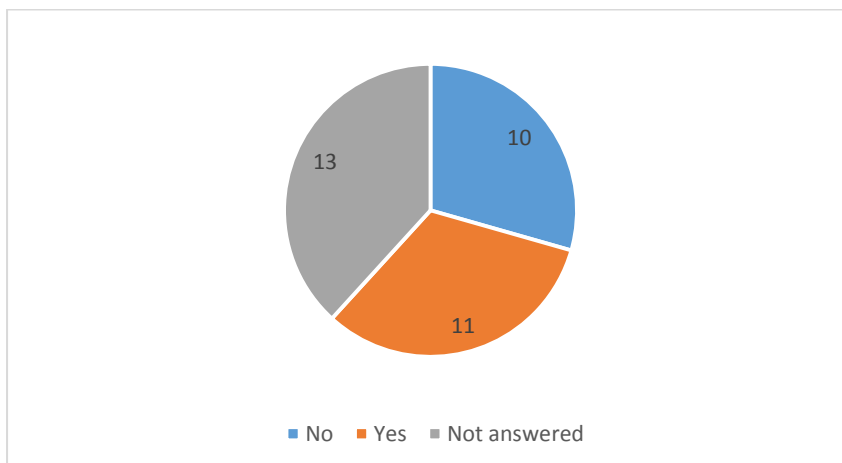
### **Is there anything you would like to see covered in this new revised version of the SCI?**

It was suggested that a different approach is needed that avoids long and boring documents and which is accessible. The importance of local representative groups and councillors was noted, with it being important that they inform people of what is going on in their local area, and also that the grass roots bodies are properly involved in shaping documents because of their understanding and representation of the local community. The importance of the local community in describing the sense of place of their area to inform future plans was noted. House to house leaflets and informing all residents were noted as important, as was developers involving local people in pre-app consultations.

### **Are there any methods of consultation that you have experienced which worked well or that you think would be worth considering?**

It was noted that a very local approach is helpful, with local bodies and councillors who understand what is planned for their area disseminating info. The importance of social media was noted by several respondents. These important methods are already referenced in the SCI>

### **When the lockdown comes to an end do you think the revised SCI sets the right balance between in-person meetings and workshops and digital / online options?**



## Appendix 2

Of those who answered no, comments were made that there is no balance between the methods explicitly in the document because methods are simply listed. A number of respondents said that traditional methods still need to be emphasised. It was noted that references should be made to specific social media platforms, rather than just 'social media'. Tables 1 and 2 of the SCI do refer to some specific social media platforms, but an additional reference has been added to Nextdoor in each table. The heading of Table 1 notes that it is important to be mindful of those without internet access. An additional reference is made in the heading of the third column to say 'It will usually be important to employ a range of methods to ensure the widest reach.'

### Summary of email responses received

Summary of comments	Officer response:
<p><b>Campaign to Protect Rural England (CPRE):</b> Supports the use of on-line virtual meetings which does have the benefit of reaching people who would not otherwise engage in planning. But the disadvantage is that it can exclude some people who do not have access or experience in on-line means of engagement. There is no specific reference to Climate Change. A much greater and more effective use of social media would benefit many people. Overall consider that the right balance has been achieved in the SCI between on-line and in person meetings. Welcome opportunities for wider participation in site visits for residents groups and amenity societies. Suggest formation of a Citizens Panel. Site notices should have Q codes for people to directly access planning application details and drawings. Traditional methods of engagement still have a place but digital on-line should be used greater and would help potentially to reach a larger number of people particularly through social media (Facebook, Twitter, Instagram and Nextdoor).</p>	<p>Welcome the support for greater use of on-line digital engagement as a means for reaching a larger group of people. Although some people may be disadvantaged when circumstances allow and Covid-19 restrictions are lifted then St. Aldates Chambers and Libraries throughout the city will re-open offering opportunities for those without computers to use these facilities again. Oxford City Council already has a Citizens Panel set up and actively working. Social media is already used and reference has been made to its use within the SCI particularly with reference to consultation events associated with planning policy documents. The possible use of Q codes on planning application notices is a good idea and would need to be explored further in the context of a broader package of measures associated with the a greater use of digital technology.</p>
<p><b>Highways England:</b> Supports key principles set out in the SCI, which reflects those set out in their own publication on engaging in the planning process. This includes timely and sustained engagement – early and continuous engagement in the planning process; inclusive for all people – to include all who live and work in an area taking into account people’s needs; two-way open and responsive – welcome open debate and exchange of ideas; matter of public record – process should be documented and published.</p>	<p>Welcome support for the SCI which does appear to align with the Highways England good practice.</p>
<p><b>Natural England:</b> We are supportive of the</p>	<p>Welcome support in principle for overall</p>

## Appendix 2

<p>principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. But regret unable to comment on individual SCI's.</p>	<p>approach in the SCI</p>
<p><b>Oxfordshire Clinical Commissioning Group (OCCG):</b> Note that there is no specific reference to OCCG in this document and wish to see how the SCI can be included. Since it needs to be recognised that Health is a key partner in the community and one where housing growth impacts significantly on our ability to support patients in primary care. Would welcome a meeting / discussion on this matter.</p>	<p>The purpose of the SCI is to set out how the public, partners and organisations can be involved in the planning process, both in the case of planning applications and planning policy documents. In these circumstances partners such as OCCG are therefore not specifically referenced but clearly this does in no way impact on their ability or opportunity to engage in planning.</p>
<p><b>Christ Church:</b> supports the approach to Community Involvement set out in the document and recognises that this goes above and beyond the minimum statutory requirements. Promoting best practice is to be applauded.</p> <p>Achieving value for money –agree that being appropriate and proportionate is right but this needs to take account of each situation which will be unique. Targeted consultation may be a better way of describing this aspect.</p> <p>Agree that digital consultation works well and should continue. We have found this method engages a wider audience who can view documents in their own time. Notwithstanding that, having the ability to discuss issues or questions in person with relevant specialists is useful on more complex proposals.</p> <p>Enquiry by Design is effective and should be added to the list.</p>	<p>The comments and support are welcomed. We have amended the wording in the box after paragraph 2.8 to refer to targeted consultation. The SCI attempts to make it clear that a range of methods should be used, and that where possible this should include other means in addition to digital.</p> <p>Reference has been added to Enquiry by Design in Table 1.</p>
<p><b>Oxfordshire Unlimited:</b></p> <p>All public meetings must be held at venues with step free access and any ramps or lifts must comply with the relevant standard.</p> <p>The seating arrangements at public meetings must be flexible enough to incorporate spaces for those with disabilities, such as wheelchair users and their carers, which provide them with the ability to sit where they wish to, rather than where they are put. A wheelchair accessible WC must be available.</p> <p>Good practice would be to make slides and</p>	<p>As acknowledged in the letter, some of the issues raised are relevant more widely to the City Council and others, and may need to be addressed outside of planning. Where relevant to others, we have passed comments on.</p> <p>We have added reference to the possible need to share large-format documents ahead of meetings to help those who are visually impaired.</p> <p>We have made reference to considering accessibility of venues.</p> <p>The approach of the SCI is to set out principles</p>

## Appendix 2

other images available in large format in advance to help those with visual impairments.

It is always good practice to invite people with particular needs to come forward but it is also important to say, for example, 'BSL interpreter available on request'.

An induction loop system must be made available at all public meetings as well.

Where specific assistance can be made available or is in fact available to people with disabilities, this must be made explicit in advance.

The document is not particularly clear on the 'how' of community consultation or the way that such consultation will be implemented.

Use of digital technology, both for consultation and the availability of documents, is to be applauded but, the limitations need to be considered in terms of exclusion of those groups within the community who do not have the technology to access consultations/documents.

There should be action to ensure that all newly created downloadable content should be accessible to screen readers.

Consideration should be given to the production of some documents in Braille format upon request.

of good consultation, rather than to be an exhaustive list of methods. Therefore, whilst there could be more detail in terms of methods, we consider it important to allow some flexibility but to ensure that everything adheres to key principles of good practice.

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