# Engagement Summary Template

**Early Engagement Strategy**

**Engagement Summary**

**Consultation   
Plan**

**EQIA**

Document submitted at pre-application

Documents submitted with the planning application

The submission of an Engagement Summary is a validation requirement for planning applications for major or council owned schemes and must be submitted with these applications. It should provide an overview of engagement that took place with local stakeholders prior to the submission of the planning application.

P**art 1 – Summary of Facts-Based Audit**

Provide a summary of the Facts-Based Audit undertaken as part of your Early Engagement Strategy. Please include any changes that have occurred since the EES was submitted. If you have not provided an EES, please provide a full facts-based audit here.

| **Stakeholder Analysis** |  |
| --- | --- |
| 1. Who are the owners, occupiers and users of the existing buildings and surrounding the site? How did you identify these stakeholders? |  |
| 1. What are the demographics of the existing users of the site? In particular, consider those with protected characteristics. What data did you use to determine this?   We recommend using:   * [The Southwark Council Joint Strategic Needs Assessment (JSNA)](https://www.southwark.gov.uk/health-and-wellbeing/public-health/health-and-wellbeing-in-southwark-jsna/population-groups-and-communities) * [The Office for National Statistics Mid-Year Population Estimates](https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates) * [The Office for National Statistics Census](https://www.ons.gov.uk/census) |  |

| **Heritage and Site Layout** |  |
| --- | --- |
| 1. Give a description of the existing buildings and space surrounding the site. |  |
| 1. Is the site situated within a conservation area? If so, how have you considered this in your proposed scheme thus far? |  |
| 1. Is the building listed? If so, how have you considered this in your proposed scheme thus far? |  |
| 1. Is the building locally listed? If so, how have you considered this in your proposed scheme thus far? |  |
| 1. Is the site or any buildings on the site of wider community interest? How did you determine whether the site was of wider community interest? |  |

| **Accessibility and Movement** |  |
| --- | --- |
| 1. How is the site accessed by its current users? How did you determine this? |  |
| 1. What are the important routes through the site and why are they important? Who currently uses these routes? What data or information did you use to come to this conclusion? |  |

| **Climate Change and Sustainability** |  |
| --- | --- |
| 1. What climate change mitigation and adaption measures are relevant for the site? |  |
| 1. What carbon reduction measures have you included within the scheme? |  |
| 1. What wider sustainability considerations are relevant for the site? |  |

| **Local Economy and Community Infrastructure** |  |
| --- | --- |
| 1. Are there any schools in close proximity to the site? If so, how have you considered the impact on the school within the scheme? |  |
| 1. Are there any local businesses in close proximity to the site? If so, how have you considered the impact on these businesses? |  |
| 1. Are there any sites of cultural importance in close proximity to the site? If so, how have you considered the impact on this cultural site? |  |

P**art 2 – Summary of Engagement Activities**

| **Activity** | **Date** | **Attendees** | **Format** |
| --- | --- | --- | --- |
| Name and type of engagement activity e.g. stakeholder workshop | When did the event take place? | Who attended the event? How many people attended the event? | How did the participants feedback in the session? |
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P**art 3 – Stakeholder Views and Vision for the Site**

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|  | What elements of the scheme did stakeholders like?  Be clear which stakeholders you are referring to (e.g., students in the area liked the bike paths) |  |
|  | What elements of the scheme did stakeholders dislike?  Be clear which stakeholders you are referring to (e.g., the local baby and toddler group were concerned about the lack of play facilities for infants) |  |
|  | What did the different stakeholders you spoke to want to see as part of the development? |  |

P**art 4 – You Said, We Did**

Outline any changes that were made to the scheme following feedback from engagement with stakeholders. If you were not able to make changes to the design of the scheme, provide a detailed justification.

| **You Said** | **We Did** |
| --- | --- |
| Provide a quote or summarised statement of comments made | Outline what changes you made as a result of this comment or provide a justification for why you couldn’t make the changes suggested |
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P**art 5 – Social Value Statement**

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| --- | --- | --- |
|  | Describe the long-term economic, social and environmental impacts of the development. |  |
|  | How will the development contribute to the long-term wellbeing and resilience of existing and future residents and businesses? |  |

**Part 6 – Monitoring Data**

| **Monitoring Data** |  |
| --- | --- |
| How many engagement events did you hold? |  |
| How did you advertise the engagement events? |  |
| How many letters did you send to local residents, businesses and community groups? |  |
| How many people attended engagement events in total? |  |
| How many written comments did you receive? |  |
| Where did people attending consultation events live or work? Please give an area breakdown. |  |