# Early Engagement Strategy Template

**Early Engagement Strategy**

**Engagement Summary**

**Consultation   
Plan**

**EINA**

Document submitted at pre-application

Documents submitted with the planning application

Southwark Council’s Development Consultation Charter requires the submission of an Early Engagement Strategy (EES) for pre-application discussions with the council. The purpose of this document is to ensure that developers engage with residents and local stakeholders from the beginning of the development process. Early engagement is essential to ensure that residents and local stakeholders have a say in the development that is going on in their area. Early engagement can also help to identify elements in the design of the scheme that may have a detrimental impact on certain individuals or groups before a planning application is submitted.

As part of developing the Early Engagement Strategy, applicants should make drafts of the strategy publicly available for residents and stakeholders, including Ward councillors.

Before submission of a planning application, applicants should make the final version of the EES publicly available and undertake the engagement activities outlined in the strategy. The outcome of this engagement should then be reflected in an Engagement Summary (ES).

# **Part 1 - Fact-based Audit**

In the Fact-based Audit, please provide the details of the local stakeholders and community infrastructure on and around the site.

‘On or around the site’- refers to the area beyond the red line of the planning application, taking into account immediate neighbours of the site. Around the site is approximately a 10-minute walking radius from the red line.

**For neighbourhood-level data 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)
* [Fingertips - Public health profiles](https://fingertips.phe.org.uk/)

**For site-level data, we recommend:**

* Conducting stakeholder surveys
* Recording observations through site visits
* Desk-based analysis of local infrastructure

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| **Stakeholder Analysis** |
| 1. Who are the owners, occupiers and users of the existing buildings on and around the site?   Consider those who live, work, play, study, shop, socialise in and/or travel through the area, including residents and groups with protected characteristics. |
| 1. How did you identify the stakeholders on and around the site? |
| 1. Is there a Community Plan or Neighbourhood Plan covering the area?   If there is a plan, what are the key issues and priorities for the area and how does this proposal help achieve those priorities? |

| **Local Economy and Community Infrastructure** |
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| **Schools and educational facilities** |
| 1. How have you considered the impact on any identified schools or educational institutions which are within or impacted by the scheme?   Please provide information on how these organisations have been consulted on the scheme. |
| **Health facilities** |
| 1. Are there any health facilities on and around the site? |
| 1. How have you considered the impact on any identified health facilities which are within or impacted by the scheme?   Please provide information on how these organisations have been consulted on the scheme (for example, Southeast London Integrated Care Board). |
| **Local businesses** |
| 1. Are there any local or independent businesses on and around the site? How did you determine this? |
| 1. How have you considered the impact on any local or independent businesses within the scheme?   Provide information on how these businesses have been consulted on the scheme. |
| **Sites of Community Importance** |
| 1. Are there any sites of significance to the local community on or around the site? How did you determine this?   This may include public art, community spaces, local landmarks or sites of local historic importance. We suggest that you consult the council’s Local List and surveying local residents. |
| 1. How have you considered the impact on any sites of significance to the local community within the scheme? |

**The following questions may be covered in supporting documents (e.g. Design and Access Statement, Transport Statement, Energy Statement). Please refer to these strategies where relevant and summarise the key points below.**

| **Heritage, Site Layout, and Climate Mitigation** |
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| **Heritage** |
| 1. Is the site situated in a conservation area? If so, how have you considered this in your proposed scheme? |
| 1. Are there any listed or locally listed building on the site? If so, how have you considered this in your proposed scheme? |
| **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? |

# **Part 2 - Approach to Engagement**

Based on the Fact-based Audit in Part 1 of this document, outline how you will engage with the stakeholders identified. Engagement activities should be tailored to the needs of local stakeholders.

Examples of engagement activities can include (but are not limited to):

* Stakeholder meetings
* Workshops
* Attending community group meetings
* Leaflets
* Letters
* Website

| **Activity and**  **Date** | **Attendees** | **Format** | **Justification** |
| --- | --- | --- | --- |
| Name and type of engagement activity e.g. In-person ‘drop-in’.  When did the event take place? What time of day did the event take place? | Who will attend the event? Which stakeholder groups are you aiming reach?  e.g. Parents and carers | How will participants feedback in the session?  e.g. directly to | Why did you choose this format? Why did you choose to target this group in particular? |
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This section should detail how you intend to incorporate feedback received through the engagement activities that take place. We want to see evidence that stakeholders have had a meaningful impact on the design of a scheme. Please detail how you will achieve this.

| **How will you incorporate feedback received from engagement activities into the proposed scheme?** |
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| e.g. a tracker for feedback will be set up in Excel and we will assign the feedback to be discussed at a relevant meeting (for example, design comments will be discussed in a design meeting). Once the comment has been discussed in a meeting, we will update the tracker with a response to the comment that we will include in our Engagement Summary. |