

	1A Scoping	2A Vision and Area Types	2C Masterplanning (opportunity and constraint plans)	2C Masterplanning (regulatory masterplans)	3A design coding and guidance (district wide)	3B design coding and guidance (area types)	Consult on completed code
Type of community forum	District wide	District wide	Site specific	Site specific	District wide	District wide	District wide
Undertaken by who?	UDC	Consultant team	Consultant team	Consultant team	Consultant team	Consultant team	UDC
Aim of the workshop(s) Consistent aim will be to obtain measurable community support at each workshop	Inform district forum about the process that will follow (i.e. National Model Design Code including consultation and engagement programme)	Define area types and design vision (see National Model Design Code) Focus on wider benefits of development (public spaces, transport etc) rather than just the way places look A real focus on the vision is required, to set the community aims and requirements, to which designers will respond. Less opportunity for local people to make meaningful changes beyond this point	Review the opportunity and constraint plans produced for regulation 18 and feedback any 'ground-truthing', concerns, or suggestions Agree site specific vision (produced by council based upon LP and design code vision, then tweaked/agreed with community)	Review the regulatory masterplans produced and feedback any 'ground-truthing' concerns, or suggestions These masterplans will need to be shaped by all stakeholders (developers, ECC, councillors etc) and opportunities for changing at this point are fewer. This is why focussing engagement on the earlier stages is so vital	Review the district wide design guidance produced and feedback any 'ground-truthing' concerns, or suggestions	Same as previous workshop but for area types	The whole design code and next steps are presented to local people for questions and feedback
What needs to be shared in advance of the workshop? Communicate clear outputs, decisions to be made, and discussion points, make clear what is not being discussed, keep discussion focussed. Remember to feedback from last workshop to show people are being listened to	Presentation and overview of proposal including potential coverage and content of the code (only examples shown, not specifics) How will the document be used and by who? The National Model Design Code (NMDC) The proposed programme and timings Terms of reference for the forums which must make clear that it is not the role of these forums to decide where/if development should happen (that is the role of the local plan). The forums are purely about how development should be designed Establish roles (e.g. landscape/heritage champion/leads, community ambassador, older people's representative etc) Skills survey - what training (design, planning, or otherwise) would forum members need to enable them to meaningfully contribute?	Council to propose vision options based upon Local Plan vision, objectives, and spatial strategy, and informed by We Made That Saffron Walden work Proposals for which allocated sites to be subject to masterplanning via site-specific co-design workshops Refer to URBED 'social contract' to promote benefits that development can bring Council to propose area types based upon urban design baseline analysis and completed community area types worksheets.	Opportunity and constraint plans* which will have been reviewed in light of regulation 18 representations and any changes made in advance Baseline information, vision, area types and coding plan will be complete at this stage *These are essentially a technical assessment of the sites with opportunities and constraints identified, providing a framework for design, but with no proposals, to ensure community involved from early stage.	First draft regulatory masterplans will be produced for discussion at the workshop These will be based upon the previously agreed vision, area types, opportunity and constraint plans, and co-design outputs To be to the level of detail specified in the NMDC as follows: - The landscape strategy - The amount and position of open space - The number of homes and other uses - The points of access and connection - The position of the streets. - The position of the local centre - The area types that will apply to the site (which will in turn reference rules on density, height, street building line etc.)	First draft design guidance for the whole district - refer to NMDC for what is likely to be included This will be based upon the previously agreed vision, area types, and character appraisal The design guidance will also be informed by the Essex Design Guide including recent/upcoming updates (see programme), the NDG, NMDC, Building for a Healthy Life, and notes made by the urban design officer from planning applications and pre-applications. The first draft will be made in consultation with Development Management and Essex County Council officers	Same as previous workshop but for area types Question over whether workshops should be district wide or site specific, however, site areas likely to have a mix of area types, so logical to deal with area types on a district basis	Planning policy officers to lead SPD 6-week consultation
What could happen at the workshop? How to obtain measurable support of each workshop? Chair, timekeeper, scribe, clear agenda, minutes sent out for review Expert/consultant (architecture, urban design etc) could attend each session.	Short presentation of proposal and example design code - what is a design code? Q&A session Understand community support in principle for the design code Brief community on potential walking tours and how to input results in commonspace map or similar, consult on route of tours Walking tours could be grouped by topic, different community groups, or led by local historians/artists etc.	Present and discuss vision options Rank vision options in priority order Present site allocations and explain logic for selecting them for masterplanning - obtain support Communicate reasons for masterplanning the sites - refer to URBED 'social contract' to promote benefits that development can bring Present urban design baseline analysis which informs potential area types, present options and vote	Opportunity and constraint plans for specific site presented and explained Q&A session Obtain support for opportunity and constraint plans Co-design work level of detail (requesting masterplans) e.g. what area types should be used, and where? What type of green infrastructure should be provided? What street types should be used?	Expert presentation of the regulating masterplans Q&A session Co-design session to address any concerns raised and make changes where possible Measure community support to demonstrate 'provable popularity' for final draft regulating masterplans (will likely be subject to changes to be made above)	Expert presentation of draft design guidance Q&A session Co-design session to address any concerns raised and make changes where possible Measure community support to demonstrate 'provable popularity' (in principle, subject to agreed changes)	Same as previous workshop but for area types	Webinar format presentation of finished design code with selected (managed) questions
How could the team respond to the workshop and what will happen after the workshop? Team to remain open to questions throughout process	Publish video of event Update FAQs on project website Possibility for self-guided walking tours (like Herefordshire) to council's brief to find provably popular context (refer to NMDC 'Area Types' worksheets in guidance notes and 'community engagement' section) Create guide and/or capture comments using commonspace (online map) for workshop comments and walking tour findings	Review vision and area types if necessary, capture in final chapters, and share Take all the outputs from the meeting including early co-designed regulating masterplans and work up into draft regulating masterplans	Take all the outputs from the meeting and make final changes to regulating masterplans	Take all the outputs from the meeting and make final changes to regulating masterplans	Take all the outputs from the meeting and make final changes to design guidance	Same as previous workshop but for area types	Video of webinar widely shared FAQs updated on council website Formal representations gathered, analysed, and any changes made
How will digital engagement be used? For all workshops the information will be shared via the Council's Let's Talk online engagement portal with FAQs and discussion forum, and promoted via social media Hybrid events (in-person and online simultaneously) to maximise engagement and simplify recording process.	See above and left Commonspace (online map) Online survey to understand what (training and up-skilling the community would like to have) Visual preference surveys (i.e. which buildings/places do you prefer the look of?) a conversation about the material palette, public realm etc following on from walking tours	Use digital voting/survey system Commonspace survey for location specific comments on area types and baseline analysis (character, townscape etc) Visual preference surveys (i.e. which buildings/places do you prefer the look of?) a conversation about the material palette, public realm etc following on from walking tours	Commonspace survey can help to gather location specific comments on a digital online version of the opportunity and constraint plans Miro board or similar to be used for digital sketching to design regulating masterplans in workshops with helpers to operate Miro for participants who are less digitally confident	Miro board or similar to be used for digital sketching to design masterplans in workshops with helpers to operate Miro for participants who are less digitally confident Final regulating masterplans to be shared on 'Let's Talk' page with place-specific comments or sketches to be enabled on the plans	Miro board or similar to be used for digital sketching in workshops with helpers to operate Miro for participants who are less digitally confident Final design guidance to be shared on 'Let's Talk' page with local people encouraged to use photographs, sketching, and comments to articulate any comments on the guidance Visual preference surveys	Same as previous workshop but for area types	Zoom webinar to enable large amount of people to join from home
How will hard-to-reach groups be engaged? How will proportionate representation be ensured? Allowed for in We Made That current fee: 2x 1 week work placements, 2x local school mentoring session (Saffron Walden) and 2x local school workshop (Saffron Walden)	Engaging through community leaders e.g. youth council, older people's groups, faith groups and asking them to reach out to their community Engaging with schools – encouraging planning as part of curriculum, school workshops etc Council social care teams might have networks already	Engaging through community leaders e.g. youth council, older people's groups, faith groups and asking them to reach out to their community Engaging with schools – planning as part of curriculum, school workshops etc Urban room – council to occupy retail unit to enable high street presence and rolling engagement, VR headset if possible (is this feasible for multiple towns?) Market stall more suitable – like urban room but via gazebo/market stall - with model?	Urban room/market stall Engaging with schools – planning as part of curriculum, school workshops, 'recruiting' students to undertake paid research that contributes to the process e.g. running commonspace surveys with their peers, door-knocking, 'ground-truthing' baseline information, conducting site surveys etc	Urban room/market stall Engaging with schools – planning as part of curriculum, school workshops, 'recruiting' students to undertake paid research that contributes to the design process e.g. finding good precedents, researching materials, designing play spaces	Urban room/market stall Engaging with schools – planning as part of curriculum, school workshops, 'recruiting' students to undertake paid research that contributes to the design process	Same as previous workshop but for area types	Urban room/market stall Posted flyers Printed copies in libraries, community centres, schools, care settings etc
What does the NMDC require at this stage?	• Provide briefing and training to community groups involved with the built environment about what a code is and how it is developed. • Consult with groups about whether they wish their area to be included within a code. • Discuss with the groups who wish to be involved, what the code should cover. The results of this initial engagement will feed into a consultation strategy that will include the stages at which consultation will take place, what techniques will be used and how the community will be engaged.	Refer to NMDC	Refer to NMDC	Refer to NMDC	Refer to NMDC	Refer to NMDC	Refer to NMDC