Involving local communities in urban design
Promoting good practice

A special report on the Urban Design Group's Public Participation Programme

special report

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URBAN
DESIGN
GROUP
Public
Participation
Programme

Contents

Introduction

What are the best ways of involving the public in urban design? What approaches work best? How does one get started? How can good practice be developed and promoted?

Two years ago the Urban Design Group established a Public Participation Programme (PPP) to find answers to these questions. With funding from the Department of the Environment, Transport and the Regions, twelve public participation events in England have been assisted and evaluated and ten workshops held on a variety of themes. Experience has also been drawn from other activities, research programmes and literature.

This special report presents the main findings and good practice guidance arising from this experience to date.

The **UDG** intends to continue working with the Government and others to ensure that good practice in this vital area is further developed and adopted more widely. The Group is convinced that improving the quantity and quality of public involvement in urban design is one of the keys to improving the quality of the built environment.

In particular, work will be continuing over the coming year on a **Community Planning Handbook** to be published in 1999. Funding from the Department for International Development will allow material from other countries to be gathered so that a comprehensive and international guide to the most effective approaches can be produced.

Feedback on this report would therefore be most helpful. We are particularly keen to hear from anyone with photos, sample documents or other material on methods and processes not covered so far. We would also be delighted to hear from anyone able to assist the **UDG** in securing the implementation of the recommendations opposite.

Summary Conclusions

1 Widespread desire
There is enormous demand by local communities for involvement in the planning and management of their built environment. Also, it is now widely understood by people in all sectors of the development industry that such involvement can lead to more appropriate and sustainable development solutions and stronger citizen groups and communities.

2 Lack of knowledge
There is almost universal uncertainty as to the best way of involving local communities in any given situation. Currently the choice of approach is largely ad hoc, depending on the experience and knowledge of those initiating activity. There is a shortage of adequate good practice guidance and little knowledge of what does exist. Most practitioners have experience of only a small range of the options available. As a result, inappropriate approaches are all too often adopted.

3 Unsympathetic environment
Many planning, development and management systems are not conducive to participatory approaches. As a result, public participation activity is all too often unrelated to real development timetables leading to frustration and wasted effort.

4 Clear framework needed
An important first step in understanding the options available is the adoption of a simple but workable framework for discussing and analysing community planning activity. We propose that it is helpful to identify - and distinguish between - general 'principles', specific 'methods' and overall 'processes'. This is the framework used in this report.

5 General principles
General principles can be identified which apply to virtually all community planning situations. These are outlined in the form of twenty-two points of general advice on pages **18** and **19**. Perhaps the most important are to involve all parties affected as early as possible and ensure that the process is 'owned' by the local community.

6 Vast range of methods
A vast range of methods is now available, all with different uses and characteristics. The methods – which include activities, events, places and organisations – are still evolving and being refined and new ones continue to emerge. The most effective tend to be universal in character and good practice can be fairly precisely outlined. Fifty-six of the most common methods are listed on pages **20** and **21** and ten are explained in more detail on pages **22** to **31**.

7 Tailor-made process
For any particular situation, practitioners need to design a tailor-made process incorporating one or more methods. The nature of this process will depend on local circumstances and timescales, on energy levels and resources. Sample processes covering a range of development scenarios can be identified but a unique process has to be designed for each locality. Pages **32** and **33** contain a helpful planning chart and four sample processes.

8 Thoroughness required
Effectiveness in the short-term depends largely on paying attention to detail. Methods can be carried out well or badly and relatively minor omissions can significantly reduce effectiveness. Using good practice guidance can help dramatically.

9 Integration vital
Whether community planning initiatives achieve their long-term potential depends on the extent to which they are integrated with the overall planning and development context. Even methods well managed may be ineffective if the statutory framework mitigates against the outcome being taken forward.

10 Changes to planning system
To achieve the benefits that are possible when local communities are properly involved in urban design, the statutory planning and development system needs to be adjusted to incorporate the growing experience of participatory practice and the variety of methods and process options now available.

Recommendations

1 Review of statutory procedures
A comprehensive review of planning, development and management procedures is urgently needed to ensure they incorporate the best participatory practice now available. This should cover:
- preparing local plans
- preparing development briefs
- planning application procedures
- public inquiry procedures
- urban management procedures

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2 Centre for activity
A new centre, or network of centres, on community planning should be established to disseminate good practice, provide advice, and evaluate and follow up on events and activities.

3 Practitioner listing service
An index of experienced practitioners should be established to help local authorities, developers and community groups obtain the best expertise available. The Register of Expertise started by the **UDG** PPP provides a useful starting point.

4 More good practice information
More good practice guidance needs to be produced, made available and kept up to date. This special report and the Community Planning Handbook will be useful contributions. Other items needed include:
- Catalogue of information already available with ordering facilities;
- How-to-do-it information on the whole range of methods;
- Toolkits of sample documents and formats for organisers;
- Contact data for getting in touch with others with relevant experience.
- Training packs and programmes.

5 Lobbying for resources
Multi-agency co-ordination, resources and leadership are needed if progress is to be made. A systematic programme of lobbying is required to secure the resources necessary for carrying out the recommendations above and to secure increased resources for participatory urban design activity at local level.

The **UDG** would be delighted to work with others in helping to put these recommendations into practice.

General principles for public participation

Whatever community planning approach is chosen, there are general principles which apply to virtually all situations. Some of the most important are covered here in the form of points of general advice.

1 Involve all those affected
Community planning works best if all parties are committed to it. Involve all the key stakeholders as early as possible, preferably in the planning of the process. Activities in which key parties (like landowners or planners) sit on the sidelines are all too common and rarely achieve their objectives completely. Time spent winning over cynics before you start is well worthwhile (although there may sometimes be parties who cannot be convinced at the outset in which case keep them informed and give them the option of engaging later on.)

2 Local ownership of the process
The community planning process should be 'owned' by local people. Even though consultants or national organisations may be providing advice and taking responsibility for certain activities, the local community should take responsibility for the overall process. Employing local people where possible to organise activity invariably pays off if they are well supported.

3 Plan your own process carefully
Careful planning of the process is vital. Don't rush into any one approach. Look at alternatives. Design a process to suit your own circumstances. This may well involve combining a range of methods and inventing some of your own.

4 Agree rules and boundaries
There should be a common understanding by all participants of the approach adopted. Particularly in communities where there is fear – for instance that others may be trying to gain territorial advantage – it is vital that the rules and boundaries are clearly understood and agreed.

5 Quality not quantity
There is no such thing as a perfect participation process. The search for one is healthy only if this fact is accepted. Generally, the maximum participation by the maximum number of people is desirable. But any participation is better than none and the quality of participation is more important than the numbers involved. A well organised event for a small number of people can often be more fruitful than a less well organised event for larger numbers.

6 Involve all sections of the community
People of different ages, backgrounds and cultures almost invariably have different perspectives. Ensure that a full spectrum of the community is involved. This is usually far more important than involving large numbers.

7 Spend money
Effective participation processes take time and cost money. Over-tight budgets invariably lead to cutting corners and poor end results. Remember that community planning is an important activity, the success or failure of which will have important implications for future generations as well as your own resources. The costs of building the wrong thing in the wrong place can be astronomical and make the cost of proper community planning pale into insignificance. Budget for it properly.

8 Get value for money
There are community planning methods and processes to suit a range of budgets. A certain amount can usually be achieved with very little cash if the energy exists. But as with most things in life you need money to do it well and the more money you have available the better you will be able to do it.

9 Accept different agendas
People will want to be involved for a variety of different reasons: curiosity, protection of interests, altruism, fear of change, academic enquiry, financial gain, socialising. This is not a problem but it is useful to be aware of what people's agendas are.

10 Accept varied commitment
Far too much energy is wasted complaining that people don't participate when the opportunity is provided. All of us could spend our lives many times over participating in trying to improve our local environment. Everyone has their own priorities in life. If people don't participate its either because they are happy to let others get on with it, they're busy with things which are more important to them or you have not made the process sufficiently engaging enough.

11 Be honest
Be open and straightforward about the nature of your activity. If there is only a small chance of anything happening as a result of people participating, say so. Avoid hidden agendas.

12 Be transparent
The objectives and people's roles should be clear and transparent. The importance of name badges at events to prevent them being dominated by the 'in-crowd' can't be stressed enough.

13 Learn from others
One of the best sources of information is people who have done it before. Don't think you know it all. No-one does. Be open to new approaches. Get in touch with people from elsewhere who have experience. Don't be afraid of 'consultants' but choose and use them carefully. There's no need to re-invent the wheel.

14 Accept limitations
No community planning activity can solve all the world's problems. Neither can it compensate for shortcomings in community infrastructure. But that is seldom a reason for holding back and community planning activity can often act as a catalyst for other improvements.

15 Use experts
The best results emerge when people who live and/or work in a place work closely and intensively with experts from all the necessary disciplines. Creating and managing the environment is very complicated and requires a variety of expertise and experience to do it well. Don't be afraid of expertise, embrace it.

16 Use outsiders carefully
A central principle of community planning is that local people know best. But outsiders, if well briefed, can provide a fresh perspective which can be invigorating. Getting the right balance between locals and outsiders is important; avoid locals feeling swamped by "foreigners".

17 Use facilitators
Orchestrating group activities is a real skill. Particularly if large numbers of people are involved, ensure that the person (or people) directing events has good facilitation skills. If not hire someone who has.

18 Be visual
People can participate far more effectively if information is presented visually rather than in words. A great deal of poor development, and hostility to good development, is due to people not grasping what is intended. Use graphics, illustrations, cartoons, drawings and models wherever possible. And make the process itself visible by using flipcharts, post-its, coloured dots and banners.

19 Follow up
Lack of follow-up and continuity is the most common failing, usually due to a lack of money. Make sure you budget for writing up, disseminating and acting on the results of any community planning initiative. Development processes are invariably lengthy, the participation process needs to stay the course.

20 Maintain continuity
Continually monitor progress to ensure that initiatives are built on and objectives achieved. Keep the process going. If there is a break, start from where you left off. Periodic review sessions can be very valuable to maintain momentum.

21 Have fun
Getting involved in creating and managing the environment should not be seen as a chore. It can be a great opportunity to meet people and have fun. The most interesting and sustainable environments have been produced where people have enjoyed creating them. Community planning requires humour. Use cartoons, jokes, and games whenever possible.

22 "Go for it"
This is the phrase used most by people who have experienced community planning when asked what their advice is to others. You are bound to have doubts but unlikely to regret taking the plunge.

Involve all sections of the community
Children present their ideas for the future of their community. Report back from youth workshop, Ore Valley Action Planning Weekend, 1997.

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Methods Listing A - Z

Here is an annotated list in alphabetical order of some of the methods now available for involving people in urban design. They include activities, events, organisations and places and they range in scale from visual display techniques to national support programmes. Some are specific to participation in urban design, some have other uses as well.

On the following pages, ten of the methods (those highlighted) are covered in more detail. The main features and uses of each are summarised together with tips, sample formats and checklists to help people get started. The selection is not intended to indicate greater importance, they are merely the methods focussed on by the **UDG** PPP over the last 2 years. The forthcoming Community Planning Handbook will provide details of more of the methods and will include details on how to find further information on their use.

The following notation is used:
■ Main features of each method
✎ Tips on using the method

Action Planning Event
Carefully structured collaborative event at which all sections of the local community work closely with independent specialists from all relevant disciplines to produce proposals for action.

Activity Mapping
A way of getting people to plot how they use places as an aid to understanding how best to improve them.

Adaptable Model
Flexible 3D model of an area or building which allow people to test out alternative design options.

Appreciative Inquiry
Group working process which builds on potentials, solutions and benefits to create change.

Architecture Centre
Place aimed at helping people understand, and engage in, the design of the local built environment.

Architecture Week
Week of activities designed to promote interest in, and debate on, architecture. Usually includes opening interesting buildings to the public.

Awareness Raising Day
Day of activities designed to promote interest in an urban design issue, normally held prior to a planning day or other intensive activity.

Best Fit Slide Rule
A discussion tool designed to examine the consequences of alternative ways of inserting new buildings in an existing street. Similar to Elevation Montage.

Briefing Workshop
Working session of users and professionals held at an early stage in a building or planning project to establish a brief.

Capacity Building Workshop
Event organised primarily to establish partnerships between the public, private and voluntary sectors on development issues.

Community Appraisal
Survey of the community by the community to identify needs and opportunities. Sometimes referred to as a Community Audit.

Community Design Centre
Place providing free or subsidised architectural, engineering and planning services to people who cannot afford to pay for them.

Community Indicators
Measures devised and used by communities for understanding and drawing attention to important issues and trends.

Community Plan
Plan for the future of a community devised by local community interest groups.

Community Planning Forum
Multipurpose session lasting several hours designed to secure information, generate ideas and create interaction between interest groups. ✎page **24**

Architecture Week
Week of activities designed to promote interest in, and debate on, architecture. Usually includes opening interesting buildings to the public.

Community Projects Fund
Fund for making grants to community groups for employing professionals to undertake feasibility studies on environmental projects.

Design Assistance Team
Multidisciplinary team which visits an area and produces recommendations for action, usually after facilitating an Action Planning Event. Also known as Urban Design Assistance Teams (UDATs) or Regional/Urban Design Assistance Teams (R/UDATs).

Design Day
Day when architects and local people brainstorm for design solutions to particular building problems, usually in teams.

Design Game
Method for devising building and landscape layouts with residents using coloured cutouts on plans.

Design Workshop
Hands-on session allowing groups to work creatively developing planning and design options. ✎page **25**

Development Trust
Independent, not-for-profit organization controlled by local people which facilitates and undertakes physical development in an area.

Elevation Montage
Display technique for helping people to understand and make changes to streetscapes. ✎page **30**

Environment Shop
Shop selling items and providing information which help people get involved with improving their environment.

Fish Bowl
Workshop technique where participants sit around, and observe, a planning team working on a problem without taking part themselves.

Forum
Non-statutory body for discussing a neighbourhood's affairs and acting as a pressure group for improvements.

Future Search Conference
Highly structured two and a half day process allowing a community or organisation to create a shared vision for its future.

Guided Visualisation
Group process using mental visualisation techniques for establishing a community's aspirations.

Interactive Display
Visual display which allows people to participate by making additions or alterations. ✎page **28**

Mobile Planning Unit
Caravan or mobile home converted into an office/studio as a base for undertaking community planning activity on location.

Mock Up
Full-size representation of a change or development, usually on its proposed site, prior to finalising the design.

Neighbourhood Planning Office
Local office established to co-ordinate community planning activity.

Open Design Competition
Open competition for ideas for improving a neighbourhood aimed at stimulating creative thinking and generating interest.

Open House Event
Event allowing those promoting development initiatives to present them to a wider public and secure reactions informally. ✎page **26**

Open Space Workshop
Structured workshop process for generating commitment to action in communities or organisations.

Parish Mapping
Arts-based way in which a community can explore and express what they value through the creation of maps made out of a wide variety of materials.

Participatory Appraisal
Set of methods for gaining a rapid in-depth understanding of a community, or certain aspects of it, based on the participation of that community and a range of visual techniques.

Participatory Building Appraisal
Method for users and providers to jointly assess the effectiveness of buildings after they have been built.

Planning Aid
The provision of free and independent information and advice on town planning to groups and individuals who need it and who cannot afford consultancy fees.

Planning Day
Day when people work intensively on developing urban design options for a site or neighbourhood. ✎page **23**

Planning For Real
Technique for community involvement in planning and development focussing on the construction and use of flexible 3D models and priority cards.

Planning Weekend
Highly structured, intensive procedure in which professionals work with local people over a long weekend to produce proposals for action. ✎page **22**

Process Planning Session
Event organised to allow people to determine the most appropriate process for their particular purposes. ✎page **31**

Resource Centre
Place designed to provide community groups with the facilities they need to make the most of their energies and enthusiasm.

Roadshow
Series of linked public workshops, exhibitions and forums to explore the potential for improving the built environment.

Round Table Workshop
Workshop process for engaging the main stakeholders in generating a vision and strategy for an area.

Street Stall
Way of securing public comment on planning issues by setting up an interactive exhibition in a public street or square. ✎page **27**

Table Scheme Display
Simple way of securing comment on design proposals by taping drawings on a table top and requesting people to vote with sticky dots. ✎page **29**

Task Force
Multidisciplinary team of students and professionals who produce in-depth proposals for a site or neighbourhood based on an intensive programme of site studies, lectures, participatory exercises and studio working, normally lasting several weeks.

Topic Workshop
Session at which a group, usually aided by a facilitator, explores problems, dreams and action needed in relation to a particular topic.

Trail
Carefully planned walk through an area designed to help people understand the problems and opportunities.

Urban Design Game
Way of helping people to understand the planning process and the views of others by simulating future scenarios and using role-play.

Urban Design Soapbox
Huge video screen linked to booths allowing people to broadcast their views on local planning issues.

Urban Design Studio
Unit attached to an architecture or planning school which focuses on involving local communities in live project work.

Urban Studies Centre
Centre of environmental education, usually focusing on the immediate surroundings.

Visual Simulation
Techniques for showing how buildings will look when constructed using photomontages.

Web Site
The use of the Internet to provide discussion groups or interactive material. This can be used on urban design projects.

Planning Weekend

Planning Weekends are an elaborate but highly effective way of getting all parties involved in producing a plan of action for a site, neighbourhood or city.

■ Planning weekends comprise an intensive and carefully structured programme of activities spanning a weekend. They usually last for 4 full days - Friday to Monday - but may be longer or shorter. The main workshop sessions are open to the general public.

■ The weekends are facilitated by a multidisciplinary team.

This may be comprised of outsiders or locals or a combination of the two.

■ The end result is a set of proposals for action which is presented to the community on the last evening and produced in exhibition and print form.

✎ Planning weekends work best when there is at least 6 months preparation time and a commitment by all parties to follow up afterwards.

✎ The most effective long-term results are likely to be when events are organised locally with

back-up and support from people who have done it before.

✎ Employing a local resident as event co-ordinator can help ensure local support and follow up.

✎ Get journalists to take part, preferably as team members.

✎ Planning weekends can be expensive. Average costs are likely to be in the region of £18,000 excluding organisers time and assuming team members come free.

Reconnaissance
Team members being shown round the area at the beginning of a planning weekend, Ore Valley, 1997.

Public presentation
Team members presenting their proposals for the area to a public meeting after four intensive days of briefings, topic and design workshops, brainstorming and team working, Ore Valley, 1997.

"In many ways, the process has transformed the way that Americans shape community development policies and take those actions that most directly affect their community's growth or change."

American Institute of Architects,
R/UDAT Handbook, 1992.

Sample timetable

14.00 - 18.00	**THURSDAY** **Setting up.** Room lay out. Equipment delivery. Sign making.	15.30 - 17.00 17.00 - 19.00 19.00 - 23.00	**Design workshops 2** **Breather.** Minute writing, exercise. **Team brainstorm dinner.**
18.00 - 20.00 20.00 - 22.00	**Organisers final meeting.** **Team arrivals.**	**DAY 3** 11.00 - 12.00	**SUNDAY** **Team editorial meeting.** Presentation structure. Production strategy.
DAY 1 10.00 - 10.30 10.30 - 12.30	**FRIDAY** **Event launch.** Welcome by hosts. **Reconnaissance.** Tour of area by bus, train, plane or foot with visits to interest groups.	12.00 onwards	**Report, exhibition and slide show production.** Writing, editing, drawing, slide making. Review sessions as necessary. Team only. Sleep and eat as and when.
12.30 - 13.30 14.00 - 16.00	**Buffet lunch.** **Briefings.** Short presentations by key interested parties outlining opportunities and constraints.	**DAY 4** All day	**MONDAY** **Report, exhibition and slide show production.**
18.00 - 19.00 19.00 - 20.00	**Team review meeting.** **Dinner and social.**	Late as possible Late as possible All day	**Report to printers.** **Colour slides processing.** **Clearing up.** Tidying and packing up.
DAY 2 9.00 - 10.00	**SATURDAY** **Team briefing and preparation.**	19.00 - 21.00	**Public presentation.** Slide show. Discussion. Formal thanks. Distribution of report.
10.00 - 11.30	**Topic workshops. Session 1** Open to all. Several parallel groups, ending with a plenary report back.	21.00 - 23.00	**Farewell social event.**
11.30 - 13.00 13.00 - 14.00 14.00 - 15.30	**Topic workshops. Session 2** **Lunch & walkabouts.** **Design workshops 1** Open to all. Ending with plenary report back. In parallel groups of 10-15.		**Ideal numbers: 100 - 200. Team: 10 - 30.** Larger numbers can be catered for if enough space and workshop facilitators.

Planning Day

Planning Days are a good way for getting the key parties to work creatively together to devise and explore options for a site, neighbourhood or city.

■ Participants will normally be personally invited. The aim is to have a cross-section of the main stakeholders.

■ A briefing pack is sent to all those attending. As well as setting out the aims of the day, the pack will contain background information about the area and the development process so that everyone starts the

day with the maximum up-to-date knowledge.

■ Workshop formats are designed to encourage the development of creative ideas (see Design Workshops, page **25**).

■ Facilitators will often be from outside the area to provide a measure of independence.

■ A printed summary is produced as soon as possible afterwards and the proposals may be exhibited to a wider public (see Open House event, page **26**).

✎ Personal invitations are a good way to get a balanced attendance. But avoid criticism of exclusivity by having spare places for others.

✎ One-day events can generate a wealth of information and ideas which can easily be lost. Make sure there are resources available for recording, presenting and following up the results.

✎ Holding an Awareness Raising Day a couple of weeks beforehand can be helpful to generate momentum.

Workshops
Participants divided into groups working round tables with flipchart to side. Planning day, Oxpens Quarter Initiative, Oxford, 1997.

Plenary session
Reporting back from the workshops. Planning day, Oxpens Quarter Initiative, Oxford, 1997.

Sample timetable

10.00	**Arrivals and coffee**
10.30	**Introductions and briefings**
11.00	**Topic workshops: issues and opportunities** Participants allocated to one of four workshop groups, eg: 1 Transport (access and movement) 2 Activities (land uses) 3 Strategic issues (regional context) 4 Quality of life (environment)
12.15	**Plenary session** Report back from workshops
12.45	**Lunch and site walkabouts**
14.00	**Design workshops: options and proposals** Participants work in one of several design workshop groups focussing on different aspects of the site, eg: 1 Regional context 2 Town context 3 The site 4 The river edge 5 A new square?
15.15	**Plenary session** Report back from workshops.
15.45	**Tea**
16.15	**Next steps.** Planning future activity.
17.30	**Presentation.** To councillors, press.
18.00	**Reception.**

Ideal numbers: 40 - 80.
Larger numbers comfortable if enough space and facilitators;10 max per workshop.

Sample invite letter

Dear_____,

I have pleasure in inviting you to participate in a special planning day on Tuesday 25th April at 25 High Street. A timetable, guest list and briefing pack will be sent out prior to the event.

The aim is to help develop practical but exciting development options for the area and encourage further collaboration between those concerned. The outcome will form the basis for wider public consultation shortly afterwards.

The format of the day has been carefully designed to achieve results. As well as all major local stakeholders we are also inviting a few specialist advisors to provide the breadth of input required. If there are others you think should be present please let me know though space is limited.
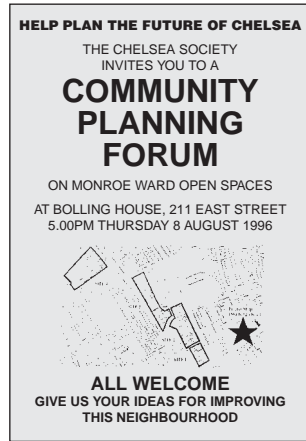
To help our planning please confirm that you can attend.

Yours sincerely

"We need more events like this."

Participant, Planning day
Oxpens Quarter Initiative, Oxford, 1997.

Community Planning Forum

HELP PLAN THE FUTURE OF CHELSEA
THE CHELSEA SOCIETY
INVITES YOU TO A
COMMUNITY PLANNING FORUM
ON MONROE WARD OPEN SPACES
AT BOLLING HOUSE, 211 EAST STREET
5.00PM THURSDAY 8 AUGUST 1996
ALL WELCOME
GIVE US YOUR IDEAS FOR IMPROVING THIS NEIGHBOURHOOD

Sample advertising leaflet.
Key components: Slogan summarising overall purpose; venue; time; date; statement of immediate objectives and perhaps some background information; map of area with venue marked; name of organisers.

Community Planning Forums are open multi-purpose events lasting several hours, designed to secure information, generate ideas and create interaction between interest groups.

- Community Planning Forums can be organised at any time but are particularly useful at an early stage in a participation or development process.

- Forums can be organised by any interested party and can be organised at short notice.

- The format combines interactive displays, an open forum, workshop groups and informal networking.

- Key ingredients are a leaflet advertising the event, a means of distributing it, a venue and a facilitator.

✎ Keep the atmosphere informal to get best results. Good refreshments worthwhile.

✎ Particularly useful for students engaged in urban design projects which may not necessarily relate to any 'real' development process timetable.

✎ Getting students to organise the format themselves can be highly educational, particularly if linked with a process planning session (☞ Process Planning Session, p **31**). Providing a framework may be helpful (ie arranging publicity and venue in advance).

entrance
displays *displays*
workshop tables *workshop tables*
seating around model or plan
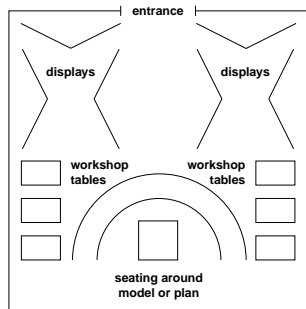
Ideal layout in a large hall.

Key roles at forum checklist

☐ Facilitator
☐ Hosts as people arrive
☐ Rapporteurs for each interactive display
☐ Forum facilitator
☐ Workshop facilitators
☐ Workshop and forum recorders
☐ Photographer

Sample Community Planning Forum Format

1 **Interactive displays**
As people arrive they are guided towards a variety of interactive displays where they make their input using post-its, marker pens or stickers (☞ Interactive Display, p **28**). General mingling and discussion. Refreshments. (45 mins)

2 **Open Forum**
People are seated in a horseshoe shape, perhaps with model, plan or drawing on a table in the centre. Introductions by organisers. Feed back on interactive displays by pre-warned rapporteurs. Open debate chaired by organiser. (45 mins)

3 **Workshop groups**
People are divided into groups and work around tables on various topics/areas. (45 mins)

4 **Networking**
Informal mingling and discussion. Refreshments. (45 mins)

Total running time: 3 hours
Ideal numbers 30 - 150

Open forum
Debate in a horseshoe arrangement following a warm up interactive display and before dividing up into workshop groups. Richmond, Virginia, USA, 1976.

Design Workshop

Design Workshops are hands-on sessions allowing small groups of professionals and non-professionals to work creatively together developing planning and design ideas. They will normally be held as part of a Planning Day or other event.

- People work in groups around a table with plans or a model. Different groups can deal with different areas or the same area at different scales. Groups can be allocated a topic.

Groups can vary in size (8-10 is a good average to aim at).

- Everyone is encouraged to develop their ideas by drawing or making adjustments to the model. Each group needs a facilitator, a note-taker and a mapper (who marks points on a map or plan).

- A structured workshop procedure is often followed, especially if people have not worked together before (eg in Sample Workshop Format below).

✎ Using felt-tips and tracing paper is often more suitable than using models because little preparation is needed.

✎ It helps if the facilitator has previous experience of design workshops and urban design expertise.

✎ Get people going by telling them that "no idea is too big, no idea too small".

✎ Get everyone to sign drawings at the end and draw up a tidy version for presentation.

Hands-on.
Devising improvements to Leeds City Centre, 1996.

Report back.
Participant explains design workshop outcome to a plenary session. Duke Street/Bold Street, Liverpool, 1997.

Sample Workshop Format

Format for a free-standing workshop. If separate topic workshops already held, items 3 - 5 can be omitted.

1 **Arrangements.** People choose a workshop group. Encourage roughly equal numbers. Facilitator for each group identified in advance. Groups sit round tables with props as shown in box to right. (5 mins)

2 **Introductions.** Facilitator asks people to briefly introduce themselves. Identify a Notetaker and Flipcharter for each group if not done in advance. (10 mins)

3 **Brainstorm - issues.** Facilitator asks each person to write on separate post-it notes (colour A) 3-5 issues facing the area in relation to the workshop theme. (10 mins)

4 **Categorising.** Categorise by facilitator reading out and placing post-its on flipchart sheet in groups. Use wall (see right) or place sheet on table. (5 mins)

5 **Brainstorm and categorise - goals and actions.** Repeat steps 3 & 4 for goals (post-it colour B) and actions needed (colour C). Actions needed can be categorised under headings 'Now', 'Soon' or 'Later'. (30 mins)

6 **Design options.** Develop sketch proposals using felt-tip pens on tracing paper and mini post-its (drawing encouraged throughout entire process). (15 - 45 mins)

7 **Report back preparation.** By one or several participants to plenary. (15 mins)

Running time: 90-120 mins.
Ideal numbers: 8-10 per workshop.
Sit people comfortably around table.

Workshop Props Checklist

On table:
☐ Base plan of area.
☐ Tracing paper overlays (large sheets and A4 pads) taped with masking tape.
☐ Felt-tip pens (set per workshop)
☐ 3" square post-it notes in 3 colours (min 75 each colour per group).
☐ Ball point pens (one per person)
☐ Lined A4 writing pads (2 per group)

To one side:
☐ Flipchart and marker pens.
☐ Pin up space with 3 sheets of flipchart paper marked up as shown below right (blue-tak or drawing pins needed).
☐ Attendance sheets.
☐ Site photographs.

If using model:
☐ Base model with movable parts.
☐ Spare cardboard or polystyrene.
☐ Scissors.
☐ Post-it notes and cocktail sticks.

Issues	Goals	Action
☐☐☐	☐☐	Now ☐☐
☐☐☐	☐☐☐	Soon ☐☐☐
☐☐☐	☐☐☐	Later ☐☐☐
☐☐☐☐	☐☐ ☐☐	

Flipchart sheets with post-its

Creative working.
Design workshop using tracing paper over a plan, mini post-its and felt-tip pens. Part of a planning weekend. Duke Street/Bold Street, Liverpool, 1997

Open House Event

Inviting people in
Pavement sign encouraging passers by to visit an Open House event in a vacant shop on the future of the area. Farnham,1997.

Open House Events are a way for those promoting development initiatives to present them to a wider public and secure reactions in an informal manner.

- Open House Events can be organised at any stage of the design and development process by any of the parties. They can last from a few hours to several weeks.

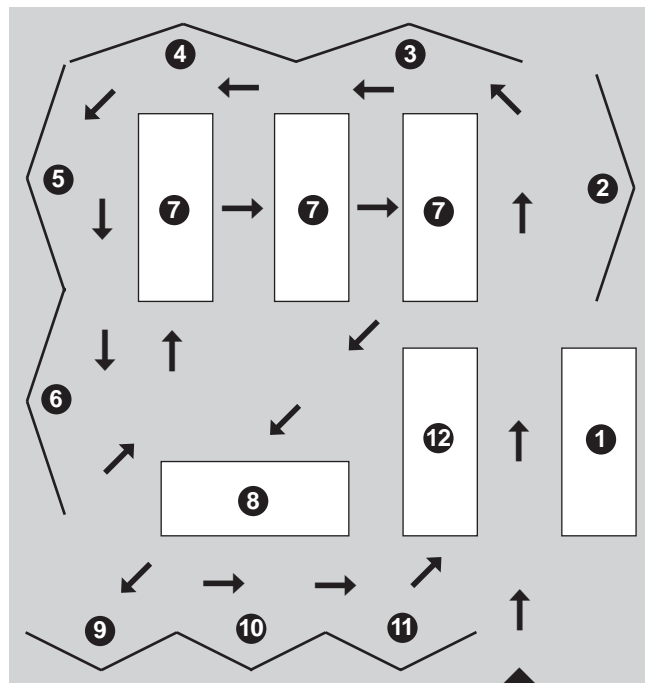- The venue will be arranged with a number of displays on the proposals and options using a variety of interactive display techniques (see plan below). Organisers will normally be present to deal with queries and engage in informal debate.

- Material collected will be analysed afterwards and used to further develop the initiative.

✎ Good way to gauge initial public reaction to development proposals or options.

✎ Good way to get public involvement in the ideas emerging from a Design Workshop or Planning Day.

✎ There's no need to present drawings in an elaborate way but careful thought needs to be given to drawing out the main points and on how reactions are obtained.

✎ Prominent on-site venues work best, for instance an empty shop.

Relaxed atmosphere
People move freely from display to display. Farnham,1997.

Sample layout in shop unit

1 **Entry desk.** Take post-its, pens, sticky dots (Red=Dislike. Green=Like. Yellow=Not sure).

2 **Welcome panel.** Read about history and aim of present initiative.

3 **Participant data.** Stick dots on panels to show where you live/work, age group and other relevant statistics.

4 **Issues, goals and action needed.** Use post-its to make additional points to those listed.

5 **Likes and dislikes.** Put stickers on map to show favourite and least favourite buildings/spaces.

6 **Visions.** Add post-it comments to sketches of area visions (preferably before and after).

7 **Table scheme displays.** Use sticky dots to make your views known on proposals already drawn up.

8 **Draw your own.** Sketch your own ideas with felt-tips on tracing paper laid over base plans.

9 **What next.** Read about it.

10 **Help.** Sign up if you can offer any assistance.

11 **Comments.** Write on flip charts any comments not already covered.

12 **Further information.** Write your name and address if you want to receive further information as things develop.

"I've been a councillor for 12 years and I've never been involved in an exercise like this before. We should be doing this for all of our towns instead of development control which is awful."

Leader of Waverley Borough Council, November 97.
after a design workshop and open house event

Street Stall

Street Stalls make it possible to secure the views of larger numbers of people than is normally possible indoors.

- A highly public location is selected and exhibition and interactive display material mounted for a selected period.

- Facilitators are on hand to encourage people to make comments and engage in debate.

- The event may be advertised in advance but this is not essential.

✎ Particularly useful where the views of people using a particular street or public space are required.

✎ Arcades and colonnades are good venues as they provide shelter from the rain. Ideal if you can also have the use of a shop.

✎ Can benefit from, and be attractive for, radio and television coverage. Fliers can also be handed out to passers by and placed in shop windows.

✎ Be careful when using post-its and leaflets if windy conditions are likely - they may blow away!

✎ Getting formal permission to set up stall in a public area can take forever. Plan well ahead or just do it and be prepared to move if necessary.

"The street stall proved to be an invaluable and invigorating experience for us all. We were overwhelmed by the interest taken... and all subsequent developments of our scheme were made against the backdrop of what the people of Bath wanted to see."

Student report, Prince of Wales's Institute of Architecture,
Bath Project, 1996.

"The day had a certain verve which boosted - and was reinforced by - the strong level of interest of passers-by. It was good for the Trust to be involved in something as popular and constructive - we are often portrayed as being elitist and negative."

Timothy Cantell, Chairman, Planning Committee, Bath Preservation Trust
letter, March 1997.

Taking to the streets
Shoppers join in a debate on the future of the town centre by writing post-its, sketching their own ideas and holding discussions with the organisers. Over 2,000 post-its were posted up over 5 hours on a cold winter day and two books filled with comments. The results were used to prepare a scheme for one of the most important development sites in the town. Bath, 1997.

Interactive Display

Tools for participants.
Post-its and sticky dots (several colours), pens and felt-tips. Farnham 1997.

Flip chart comment sheet.
More visible than a book. Farnham 1997.

Cumulative comments.
Adding points to those typed up from previous workshop. Farnham, 1997.

Post-it board. *Comments build up in response to a simple question, Bath,1997.*

Interactive Displays allow people to engage in the issues and debate, on their own and in an enjoyable way, by making additions or alterations to pre-prepared exhibits.

■ Interactive displays can be used as part of a forum, workshop, exhibition, conference or other event.

■ The displays can range from blank sheets with simple one-line questions to drawings or models of complex development proposals.

■ A dynamic develops as people's comments build up on the displays over time.

■ Thoughtful design is required to ensure that the information is presented simply and clearly and that people's responses are recorded in such a way that they can be used afterwards.

✎ Have facilitators on hand to help people get going. Once responses start to build up, the process develops its own momentum.

✎ Shop front or on-the-street venues work well as people are attracted by others taking part (☞ Street Stall, p **27**).

Post-it board ideas

Headings for four blank boards which people can stick post-its on:

What do you like about the area?

What do you dislike about the area?

What improvements could be made?

What can you do to help?

Interactive display ideas

Verbal likes, dislikes and ideas.
Put large sheets of blank paper up with suitable headings (see box left) and get people to put their responses on post-its.

Visual likes, dislikes and ideas.
Ask people to mark their most and least favourite buildings and spaces on maps or photos using post-its or sticky dots.

Comments on proposals
Get people's views on development proposals or options by placing sticky dots or post-its on prepared cards linked to plans or drawings. ☞ Table Scheme Display.
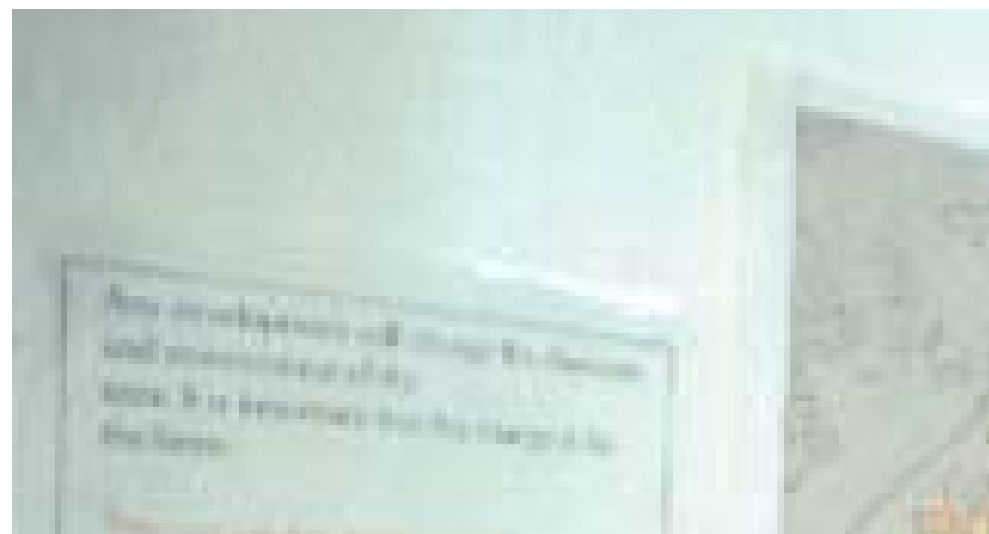
General thoughts
Use flip charts or comment books to get general comments.

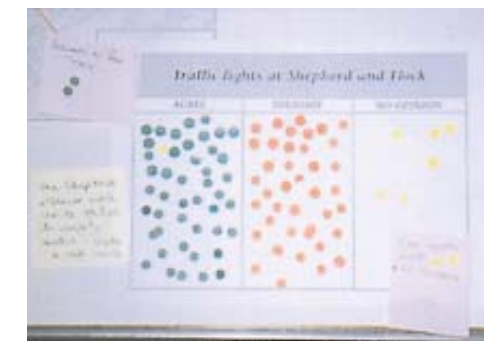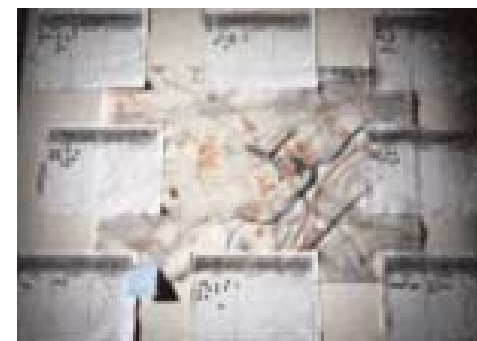***Sticky dot display.*** *Voting for liked and disliked buildings and spaces, Farnham,1997.*

Table Scheme Display

Table Scheme Displays allow a large number of people to understand and make an input into development proposals with or without engaging with others. They can be used as part of an exhibition or Open House Event.

■ Drawings or a model of a proposed scheme are placed on a table with the main elements identified on separate sticky dot sheets around the edge.

■ Separate tables are used for different scheme options.

■ People vote on what they like or dislike by placing sticky dots on the sheets.

■ More detailed comments can be made using post-it notes either on the tables or on a separate display.

✎ Works particularly well for getting comments on rough sketch schemes developed by Design Workshops. Redrawing is usually not necessary though it can help if time allows.

✎ Good way of introducing people to the design process. Have a spare table with a blank plan for those wanting to draw up their own ideas in more detail.

Sample instructions

The main elements of the sketch schemes are highlighted
Please indicate whether you agree or disagree with the ideas by using the stickers provided.
Green = Agree.
Red = Disagree
Yellow = No opinion

You may have your own ideas or suggestions
Please write these on the comment sheet or sketch them on the plan provided. It will help if you add your name and address.

Table scheme display
Voting with sticky dots on town centre improvement ideas proposed by a design workshop focussing on transport. Part of a one-day open house event, Farnham, 1997.

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Elevation Montage

Wall-mounted.
Resident pasting a post-it note on a wall-mounted montage, Birmingham, 1994.

Elevation Montages show the facade of a street by assembling photos of individual buildings. They can be useful for helping people gain an understanding of the building fabric and devise improvements.

■ An elevation of a street is created by assembling a series of individual photographs. Both sides of a street can be done and pasted either side of a plan.

■ Simple instructions ask people to make comments on post-its and stick them underneath the relevant section (what they like/don't like/would like to see)

■ The build up of post-its generates a dialogue amongst participants and useful data for later discussion and analysis.

↘ Table mounted displays make it possible to have both sides of a street opposite each other on a plan. Wall mounted displays only work if it doesn't matter treating both sides separately.

↘ Useful debates can take place around the exhibit. Keep a notepad or tape recorder handy.

Detail of above wall-mounted montage with comment.

Advantages of elevation montages

• Good icebreaker at the beginning of workshop sessions

• Helps participants and design professionals gain a visual understanding of the environment they are dealing with.

• Secures the views of people lacking the confidence to speak in group discussions.

• Can be left as part of an unmanned exhibition over a period of time.

Disadvantages

• Can be costly to prepare and may not be cost-effective compared with other methods.

Tips on montage making

↘ Stand the same distance from the building line when taking all photos unless there are setbacks in the buildings when you should move closer.

↘ If relating to a plan then it is best to mount it on a long table. If on a wall then one elevation will be upside down.

↘ Digital OS mapping which can be re-scaled is useful for adjusting the plan to fit the elevation

↘ The plan is more understandable if photos are placed directly on the building line.

↘ Elevations are more understandable if photos are stuck together so that shop signs are readable even if there is some mismatch at roof level.

Table-mounted.
Photomontages at Kingswood as part of a workshop aimed at generating urban design proposals, 1996.

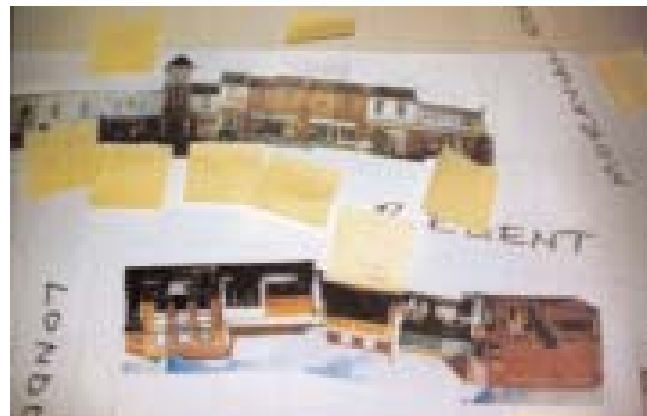Photo: Roger Evans Associates

Process Planning Session

Process Planning Sessions allow people to work together to determine the most suitable public participation process for their particular situation and which methods to use.

■ As many as possible of the key stakeholders are invited to ensure that the outcome is supported by all parties.

■ Participants are introduced to the various options available and helped to design a process of their own, usually by an external facilitator.

■ A formal workshop format is normally followed (example in box below left) to make the procedure equitable and transparent.

■ Sessions are held periodically whenever there is a need to review the overall process.

↘ Make people feel comfortable and relaxed. Spanning lunch can work well with people seated around circular tables.

↘ Be on guard for sabotage by those who don't want any kind of process to take place.

↘ Invite external facilitators to present options but keep ownership local from the start.

Planning participation
Police, residents and other stakeholders taking part in an evening session in a community centre. It led to an Action Planning Weekend seven months later. Ore Valley, Hastings, 1997.

Process Planning Session Sample Format

1 **Introductions.** Facilitator explains event objectives and structure. Everyone says briefly who they are and what their hopes are for the session. (15 mins)

2 **Presentation.** Slide show or video of possible processes to provide inspiration (45 mins max).

3 **Aims.** Short debate on overall objectives and specific constraints (15 mins).

4 **Refreshment break.**

5 **Individual ideas.** People fill in the Process Planner (see box) OR develop their ideas on a blank sheet of paper (10 mins min).

6 **Group ideas.** People are divided into groups (4 – 8 ideal). Individuals present their idea to group. Group votes to pursue one idea only and develop it further (20 mins min).

7 **Report back.** Each group makes semi-formal presentation of their idea to plenary of all participants (5 mins each group).

8 **Selection.** Vote on which idea to pursue and then discuss improvements and next steps (10 mins min).

Ideal numbers: 16 - 20.
Larger numbers no problem.
Running time: 2 - 4 hours.
3 hours comfortable.

Note: This format can also be used for general training purposes with no specific location or issue in mind.

Sample Process Planner
Customise and leave space for responses.

Aims
1 What do you want to **achieve**?................
2 What are the main **issues**?......................
3 What geographical **area** are you concerned with?.......................................

Process
4 What **methods** do you favour?................
5 **When** should activities take place?..........
6 **Who** are the key people to involve?..........
7 What **expertise** do you need?.................

Organisation
8 Which **organisation/s** should lead?..........
9 Who else should **help**?.............................
10 How much will it **cost** and **who pays**?......
10 Who does **what next**?.............................
12 **Other** thoughts and ideas........................
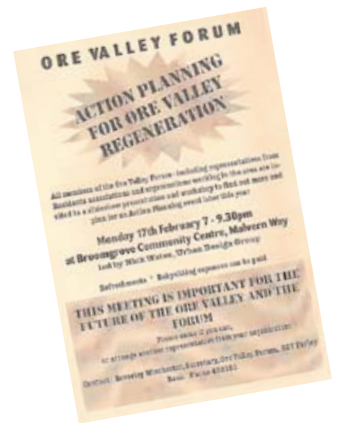
Stakeholders process planning.
Hotel lunch session for key players (property owners, authorities, amenity groups) to determine a development process for a major town centre regeneration initiative. It led to an urban design workshop and open house event one year later. Farnham, Surrey, 1996.

Planning the process

How do you get started with community planning? How do you decide which methods to use, and when? How do you design the overall process?

Many factors need to be considered such as:

- What are the main objectives? Is it to develop creative ideas, or test out ones already developed?
- What is the timescale? Is there an immediate threat requiring an urgent response or is there more time to consider things?
- Who should be involved and at what stage?
- What resources are available or can be found? Costs can vary immensely depending on the support in kind available.

The approach adopted in each case

will be different and there is rarely a quick fix solution or blueprint. Each community needs to devise its own community planning process carefully to suit local conditions.

But there are common patterns which have proved successful. On page **33** opposite, four sample processes for a variety of development scenarios are illustrated. The main methods used are identified together with an indication of sequence and timescales. Sample processes such as these can be used for inspiration and guidance but should not be copied slavishly.

In most cases it is unlikely that a total process can be planned precisely from the outset. Flexibility is important to be able to respond to new circumstances and opportunities. But planning a

provisional process is a useful discipline so that everyone understands the purpose of each stage.

To help work out the best approach try doing some or all of the following:

- Sketch out a timeline similar to those on page **33**.
- Complete your own community planning process chart (see below).
- Produce an itemised budget and allocate responsibilities.
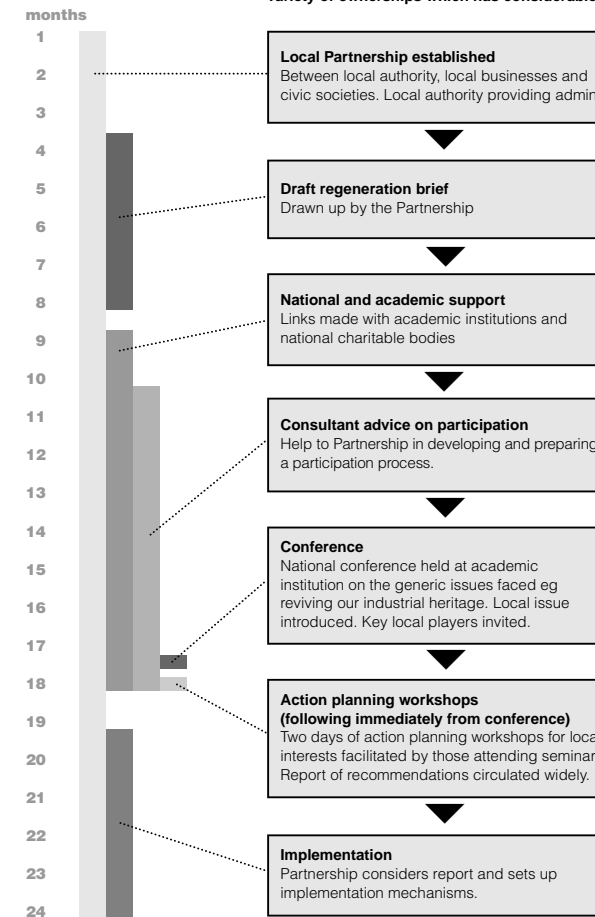- Organise a Process Planning Session as shown on page **31**.

Sample community planning process chart

Example used: largely residential urban neighbourhood.

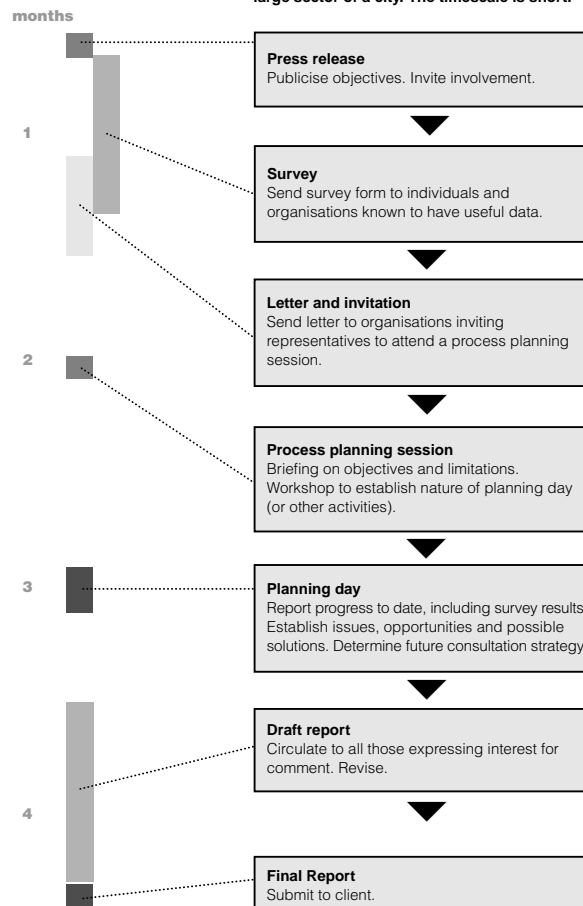| Method	Who involved?	Timescale (from start)	Purpose	Responsibility
Initial meeting	Resident groups Agency reps	1 month	Discuss process	Agency officer
Process planning session	Resident groups Agency reps Speaker/facilitator	2 months	Decide process	Area Forum
Youth project	Local schools Youth clubs	4 months	Gain children's ideas and support	Youth leaders
Press release	General public	5 months	Launch event initiative Public awareness and involvement	Co-ordinator
Action planning event	All stakeholders	7 months	Develop strategy options	Area Forum/ Technical College
Interactive exhibition	General public	8 months	Feedback on options	Area Forum/ Housing officers
Local plan revision draft	Local authority	12 months	Improve policy Formalise action plan	Planning officers
Local planning centre	General public Urban designers	18 months	Implement action plan Improve agency coordination	Area Forum Housing agency Planning officers
Local plan formal consultation	General public	20 months	Statutory obligation	Local authority
Planning day	All stakeholders	24 months	Review progress	Area Forum

Industrial heritage re-use

An academic institution wishes to assist a local authority with the regeneration of a run-down industrial area in a variety of ownerships which has considerable heritage value.

Local regeneration initiative

Local people in a run down neighbourhood and agencies working with them want to speed up the regeneration process.
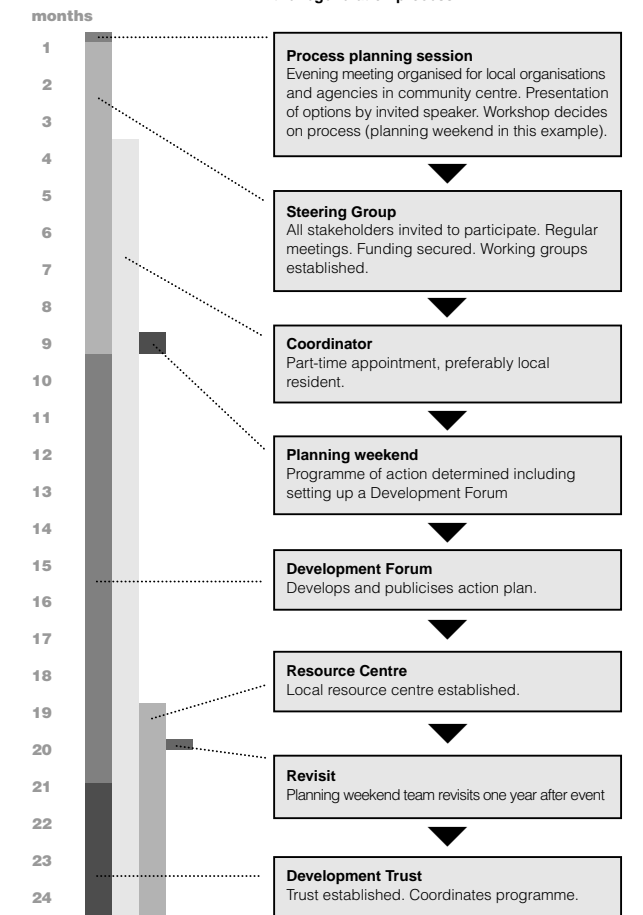

Rapid consultant study

Planning consultants are asked by a local authority to prepare a study of the potential of a large sector of a city. The timescale is short.

Town centre upgrade

The planning department wishes to initiate development of part of the town centre without the normal conflict between developers and citizens or the banality of much recent town centre development.
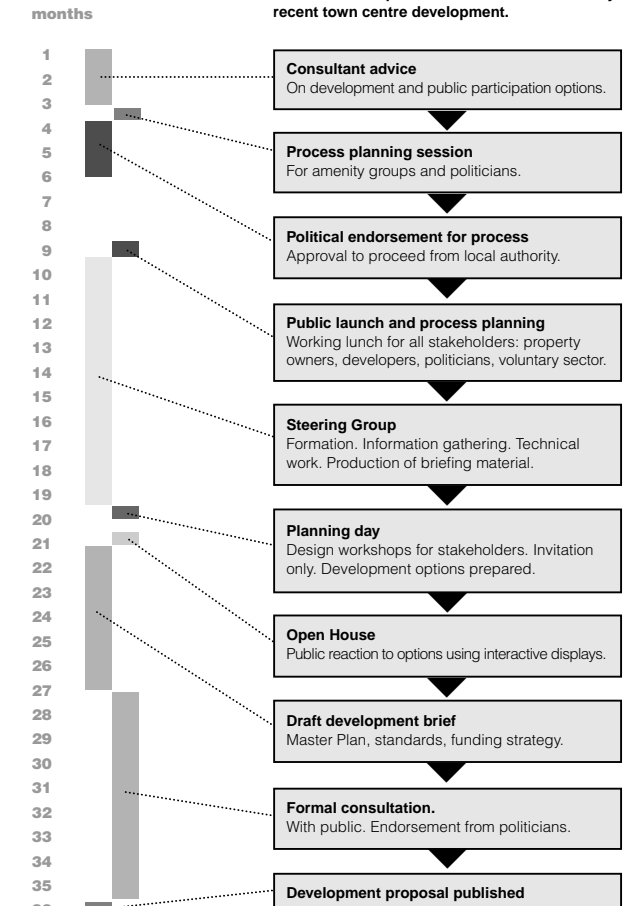
About the Urban Design Group Public Participation Programme

The Programme has explored good practice through assisting and evaluating twelve participatory urban design events throughout England and contributing to the organisation of ten seminars and workshops. Experience from other participatory activities in the UK and overseas has been drawn on and a preliminary study of available literature undertaken.

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Participatory events

The twelve events covered a variety of approaches in a variety of contexts. More details are provided on Information Sheets (numbers in brackets):

- **Leeds Urban Design Workshop**
  a one-day multidisciplinary workshop to explore ideas for Leeds City Centre, 9 November 1996 (**3**).
- **Kingswood Public Workshops**
  a one-day workshop to establish local views on Kingswood Town Centre, 16 November 1996 (**4**).
- **Hastings Action Planning Day**
  a one-day event to progress Agenda 21 activity in Hastings, 16 November 1996 (**5**).
- **Farnham Launch Seminar**
  a seminar for stakeholders to launch a regeneration initiative for Farnham, 21 November 1996 (**7**).
- **Ore Valley Process Planning Workshop**
  an evening workshop to plan a participation process, 17 February 1997 (**8**).
- **Bath Action Planning Day**
  an interactive street exhibition to involve the public in proposals for a City centre site, 7 March 1997 (**10**).
- **Liverpool Planning Weekend**
  a five-day event to develop proposals for the Duke Street/Bold Street area in the City centre, 13-17 March 1997 (**11**).
- **Wakefield Action Planning Event**
  a two-day workshop testing a strategy for an industrial waterside site, 4 & 5 June 1997 (**15**).
- **Oxpens Quarter Initiative Public Workshops**
  a one-day action planning event developing an urban design strategy for a central area of Oxford, 21 June 1997 (**17**).
- **Mount Wise Community Action Planning Event**
  an eight-day event to develop a strategy for a deprived part of Plymouth, 11-18 Sept 1997 (**19**).
- **Ore Valley Action Planning Weekend**
  a four-day event to develop a strategy for a depressed housing and industrial area in Hastings, 12-16 September 1997 (**20**).
- **Farnham Urban Design Workshop and Open House**
  a one-day Urban Design Workshop followed by an Open House interactive exhibition to evolve development options for a key central part of the town, 3,7,8 November 1997 (**21**).

Workshops and seminars

The ten workshops or seminars focussed on approaches not covered by the events. More details on some are provided on Information Sheets (numbers in brackets):

- **Participatory Learning & Action**
  an evening workshop on innovative methods used in developing countries, 6 February 1997 (**6**).
- **Open Space Workshop**
  an evening workshop on this distinctive process from the United States, 6 March 1997 (**9**).
- **Comparing Participation Methods**
  a two-day seminar in Northampton, 25 & 26 April 1997 (**12**).
- **Planning for Real**
  an evening workshop looking at developments in the Planning for Real method using 3D models, 8 May 1997 (**13**).
- **Planning for Sustainable Communities**
  a workshop session as part of a one-day conference in Dorchester to produce an action plan for sustainable development in the area, 17 May 1997 (**14**).
- **Community Visioning**
  an evening workshop looking at new techniques for helping communities make plans for their future, 5 June 1997 (**16**).
- **Action Planning on a Website**
  a presentation of Oxford's Oxpens Quarter Initiative, which used a Website to encourage public involvement in developing urban design proposals, 30 October 1997.
- **Communities On-line**
  an exploration with on-line sessions showing how new communications technologies like the Internet can assist in building partnerships and facilitating involvement, 20 November 1997.
- **Action Planning for Reconciliation**
  a presentation on the ability of community planning to create consensus out of conflict; review of recent activity in Berlin, Belfast and Beirut, 12 February 1998.
- **Taming the Motor City**
  presentation of a community planning and urban design task force in El Cerrito in California, 12 March 1998.

Further information

Copies of the following material relating to the Programme can be obtained from the **Urban Design Group** or source indicated for the prices indicated in brackets. (Please note that black and white photocopies of reports will be supplied if original versions are out of print. Prices include postage)

Information sheets

A series of A4 information sheets (£5 for a complete set):

1 About the Programme
2 Information for contributors (now obsolete)
3 Leeds Urban Design Workshop - project summary
4 Kingswood Public Workshops - project summary
5 Hastings Action Planning Day - project summary
6 Participatory Learning & Action - community design forum report
7 Farnham Launch Seminar - project summary
8 Ore Valley Process Planning Workshop - project summary
9 Open Space Workshop - community design forum report
10 Bath Action Planning Day - project summary
11 Liverpool Planning Weekend - project summary
12 Comparing Participation Methods - seminar report
13 Planning for Real - community design forum report
14 Planning for Sustainable Communities - workshop report
15 Wakefield Action Planning Event - project summary
16 Community Visioning - community design forum report
17 Oxpens Quarter Initiative Public Workshops - project summary
18 Evaluation - notes on purpose & process
19 Mount Wise Community Action Planning Event - project summary
20 Ore Valley Action Planning Weekend - project summary
21 Farnham Urban Design Workshop and Open House - project summary

Evaluation reports

Evaluations of ten events covered by the Programme (£1 each):

A Leeds Urban Design Workshop
B Kingswood Public Workshops
C Hastings Action Planning Day
D Bath Action Planning Day
E Liverpool Planning Weekend
F Wakefield Action Planning Event
G Oxpens Quarter Initiative Public Workshops
H Mount Wise Community Action Planning Event
I Ore Valley Action Planning Weekend
J Farnham Urban Design Workshop and Open House

Project reports

Reports on Programme events (not produced by UDG PPP):

Urban Design Strategy – Kingswood Town Centre, Kingswood Regeneration Partnership & South Gloucestershire Council, Roger Evans Associates, 1996. (inspection at REA only)

Kingswood: Town centre update, South Gloucestershire Council for the Kingswood Regeneration Partnership, Spring 1997. (£1)

Making it Happen – summary and full reports from *Our future in our hands* Action Planning Day, 16 November 1996, Hastings Local Agenda 21 Forum and Hastings Borough Council. (summary report, £1; full report £2.50)

Duke Street/Bold Street Planning Weekend, Liverpool, 14-17 March 1997, John Thompson & Partners. (summary 80p; full report £18)

Wakefield waterfront; Building on the past with a vision for the future, report of an Action Planning Event on 4&5 June 199. (80p)

The Oxpens Quarter Initiative; the public's vision for the future, Roger Evans Associates, Sept 1997. (inspection at REA only)

More Valley; report of the Ore Valley Action Planning Weekend, September 1997. (80p)

Mount Wise Community Action Planning Event, newsletter, September 1997. (50p)

What's happening around East Street?, leaflet, February 1998. (30p)

Mount Wise: the way forward, July 1998. (£6)

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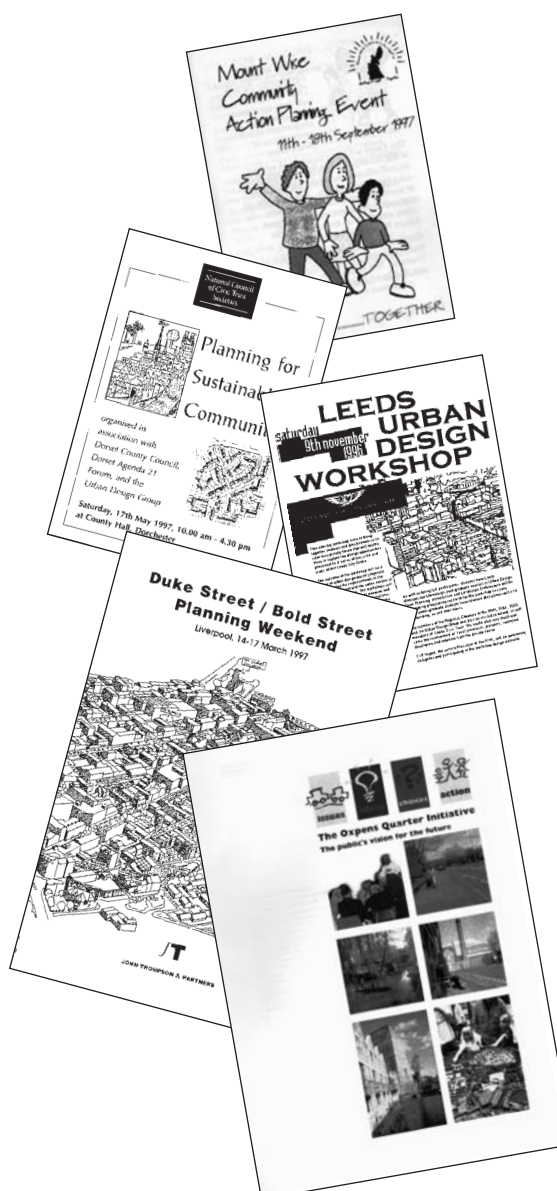
Publications and film

An annotated selection of useful and interesting material in alphabetical order by title. Emphasis on the practical rather than theoretical.

The following information is provided:

Title, subtitle, author/editor/director, publisher, date of latest edition, ISBN, price, annotation, (where to obtain if non-standard publisher).

Books and Reports

Action Planning; how to use planning weekends and urban design action teams to improve your environment, Nick Wates, Prince of Wales's Institute of Architecture, 1996, 1 898465 11 8, £10. An illustrated how-to-do-it handbook. (POWIA, 14 Gloucester Gate, London NW1 4HG 0171 916 7380)

Action Planning for Cities; a guide to community practice, Nabeel Hamdi and Reinhard Goethert, John Wiley & Sons, 1997, 0-471-96928-1, Textbook on the theory and practice of community planning in developing countries.

Building Homes People Want; a guide to tenant involvement in the design and development of housing association homes, Pete Duncan and Bill Halsall, National Federation of Housing Associations, 1994. Useful guide by and for practitioners. (NFHA, 175 Grays Inn Rd, London WC1X 8UP.)

Co-design; a process of design participation, Stanley King et al, Van Nostrand Reinhold, 1989, 0-442-23333-7. Lovely, well illustrated guide to conducting design workshops based on 197 case studies in the United States.

Community Architecture; how people are creating their own environment, Nick Wates & Charles Knevitt, Penguin, 1987. 0-14-010428. Overview of movement for community participation in architecture and planning.

Community Design Primer, Randolph T Hester, Jr, Ridge Times Press, 1990, 0934203067. Great introduction to community design USA style with do-it-yourself training exercises for the would-be community designer.

Community Participation in Practice; a practical guide, Wendy Sarkissian, Andrea Cook and Kelvin Walsh, Institute for Science and Technology Policy, Murdoch University, 1997, 0 86905 556 9. Excellent detailed description of processes pioneered in Australia. (Publications Officer, ISTP, Murdoch University, Murdock, Western Australia, 6150. Email: oyoung@central.murdock.edu.au)

Community Involvement in Planning and Development Processes, Department of the Environment, HMSO, 1994, 0 11 753007 7, £17. Results of an important

planning research study which demonstrates the value of community participation.

The Connected City; a new approach to making cities work, Robert Cowan, Urban Initiatives, 1997. 1 902193 008. Includes checklists for preparing action plans for cities or neighbourhoods. £10 + £1 p&p (Urban Initiatives, 35 Heddon Street, London W1R 7LL)

Creating a Design Assistance Team for Your Community; a guidebook for adapting the American Institute of Architects' Regional/Urban Design Assistance Team (R/UDAT) Program for AIA Components and Chapters, American Institute of Architects, 1990. A how-to-do-it. Particularly useful for organisations wanting to set up action planning support programmes. (AIA, 1735 New York Avenue, NW Washington DC 20006, USA (tel 202 626 7300)

Future Search; an action guide to finding common ground in organisations and communities, Marvin Weisboard and Sandra Janoff, Berrett-Kohler, 1995.1-881052-12-5. A step-by-step guide to running future search conferences.

Good Practice Guide to Community Planning and Development, Michael Parkes, London Planning Advisory Committee, 1995. £46. Detailed guide with case studies by a seasoned practitioner. (LPAC, Artillery House, Artillery Row, London SW1P 1RT 0171 222 2244)

The Guide to Effective Participation, David Wilcox, Partnership Books, 1994. 1-870298-00-4. Overview of participation methods. (Partnership Books, 13 Pelham Square, Brighton BN1 4ET)

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(20% overseas). Bulk orders: 5 for £15. (NEF, 1st floor, Vine Court, 112-116 Whitechapel Road, London E1 1JE Tel 0171 377 5696)

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Participatory Learning & Action, a trainers guide, Jules Pretty, Irene Guijt, John Thompson and Ian Scoones, International Institute for Environment and Development, 1995, 1 899825 00 2. Excellent handbook on general participatory methods used in developing countries (IIED, 3 Endsleigh Street, London WC1H 0DD)

Plan Design and Build; 21st century halls for England, Alan Wilkinson, ACRE, 1997, 1 871157 48 X, £14.50. Excellent how-to-do-it on creating community centres including community involvement methods.

The Power in our Hands; neighbourhood world shaking, Tony Gibson, Jon Carpenter Publishing, 1996, £10. 1-897766-28-9. Powerful account of the potential for bottom up initiatives.

A Practical Handbook for 'Planning for Real' Consultation Exercises, Neighbourhood Initiatives Foundation, 1995. Handy brief guide. (NIF, The Poplars, Lightmoor, Telford, Shropshire TF4 3QN Tel 01952 590777).

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Film

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Magazines

Urban Design Quarterly (from **Urban Design Group**)
No 28, September 1988. Special issue on Action Planning issues.
No 41, January 1992. Reports of **UDG** organised participatory event in Russia. (Event report also available.)
No 49, January 1994. Special issue on 'Involving people in urban design'. Articles by: Steve Bee, John Billingham, Anthony Costello, David Lewis, Jon Rowland, Alan Simpson, John Thompson, John Worthington and Charles Zucker.
No 58, April 1996. Special issue related to Action Planning based on a **UDG**/RTPI one-day conference.

Acknowledgements

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Photo: Mount Wise Event

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1 Reporting back
*Workshop participant presents the
conclusions of a Design Workshop to a
plenary session, Leeds Urban Design
Workshop, November 1996.*

2 Model making
*Planning for Real training session at a
Community Design Forum, May 1997.*

3 Mapping
*Participants compare spatial perceptions of
different cultural groups, Participatory
Learning & Action seminar, February 1997.*

4 Agenda setting
*Participants sign up for what they want to
spend the evening debating, Open Space
Workshop, March 1997.*

5 Group planning
*Workshop session on Agenda 21, Hastings
Action Planning Day, November 1996.*

6 Prioritising
*Participants decide on priorities for action,
Action Planning Workshop, Planning for
Sustainable Communities Conference,
Dorchester, May 1997.*

7 Raising interest
*School children publicise a forthcoming
Community Action Planning Event, Mount
Wise, Plymouth, September 1997.*

8 Reconnaissance
*Team members being shown round a
factory by the owner, Wakefield Action
Planning Event, June 1997.*