

About the Programme

Aims

The Urban Design Group's Public Participation Programme has been set up to promote more effective public involvement in urban design.

Method

Over a 3-year period, ending in 1999, the Programme will:

- Support the organisation of at least eight participatory urban design events in urban or rural areas throughout England;
- Evaluate the effectiveness and impact of the events.
- Assist with preparatory conferences, seminars and training workshops;
- Provide good practice guidance and information.

Outputs

Material gathered during the Programme will provide the basis for new good practice guidance in the form of publications or other communications materials.

What type of public participation

The Programme will explore a variety of both established and innovative methods of involving people in the design and management of their environment. The focus will be on events such as 'community planning weekends', 'action planning days', 'urban design workshops', 'design charrettes' and 'urban design task forces'.

How it will work

Anyone intending or wanting to hold a participatory urban design event should get in touch and outline the state of play. Initial advice, possibly including a visit, can then be arranged.

Further help may then be available if your project is chosen as one of the Programme's selected projects. This may include assistance with:

- Organising preparatory conferences, seminars or

training workshops;

- Planning and running participatory urban design events;
- Evaluating events;
- Following up events.

Resources and partners

The Programme will draw on the expertise and experience of the Urban Design Group's national network of practitioners. It will also work in partnership with other national and local organisations wherever possible.

Further information

Project Manager

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Project Evaluator

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Programme Administrator

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Information for contributors

Introduction

The Urban Design Group's Public Participation Programme is part-funded by the Department of the Environment under its Special Grants Programme. A condition of the Department's grant is that matching funding is contributed from other sources. This information sheet explains the ways people can contribute to the Programme and the benefits of doing so.

How to contribute

Contributions can be made in one of four ways:

- **Sponsorship.**

Sponsorship can be contributed for specific public participation events, conferences, workshops, publications or for the Programme as a whole.

- **Time.**

Members of the Urban Design Group and others can contribute their time through involvement in participatory events, conferences, workshops or publications identified as part of the Programme.

- **Cash equivalent.**

Expenses incurred by organisations or individuals in relation to the Programme can be registered as matching funding. For instance, costs of organising, or taking part in, participatory events, conferences or workshops or in the production of publications.

- **Expenses.**

Contributions can be made towards the expenses incurred by Programme staff, for instance in providing advice and assistance or making visits.

Benefits

The overall aim of the Programme is to prepare new good practice guidance in the form of publications or other communications materials. All contributors to the Programme will be suitably acknowledged in the published material,

What to do next

If you are able to provide **sponsorship** or **expenses**, please contact the Project Manager.

If you are able to register a contribution of **time**, please complete a 'Timesheet' (form 6) and send it to the Administrator.

If you are able to register **cash equivalent**, please complete a 'Support in kind - Cash Equivalent' form (form 7) and send it to the Administrator.

Further information

For further information, please see Information sheet No 1 'About the Programme' or contact one of the people listed below.

Many thanks for your interest and support.

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Leeds Urban Design Workshop

PROJECT SUMMARY

Aim

The aim was to explore design opportunities for key sites in the centre of Leeds as a contribution to the debate on the revitalisation of the City.

Method

A one-day multidisciplinary urban design workshop or 'charrette' was held on Saturday 9 November 1996 at Leeds Metropolitan University.

Significance

The use of intensive multidisciplinary professional team working to 'brainstorm' imaginative urban design solutions is increasingly popular. The Leeds event is thought to be one of the largest of its kind held to date in this country, involving some 100 people (40 practitioners and 60 students). It demonstrated the potential for university students to assist with such events and engage in real design issues and it will be interesting to monitor the event's impact on local plans and policies over the coming years.

Process

The Leeds Urban Design Workshop was planned as a follow up to the Urban Design Group's annual conference, 'Urban Design Strategies for Millennium Cities', held in Leeds in May 1996 (see *Urban Design Quarterly*, Issue 60). The idea was to pursue further the issues raised by putting forward practical design solutions to problems faced by the City.

Organisation

The Workshop was organised by Leeds Metropolitan University in association with the Yorkshire & Humberside Branch of the Urban Design Group (UDG) and the Yorkshire Branch of the Royal Town Planning Institute

(RTPI). It was coordinated by Lecturer and UDG member Lindsay Smales. Other local UDG members and Programme officers assisted with preparation, recording and monitoring. Prior to the day, post-graduate students in Urban Design, Town Planning, Architecture and Landscape Architecture undertook preparatory research. Invitations were sent to Regional Chapters of the RTPI, UDG, Royal Institute of British Architects, Royal Institute of Chartered Surveyors, the local authority, the Leeds Civic Trust and local developers, retailers and the press.

Programme features

Participants were welcomed by RTPI President, Cliff Hague, and then split up into 7 pre-selected workshop groups. Six groups worked on specific sites and one worked on the entire central area. Students presented their research and the groups then spent 5 hours developing proposals, using drawings and models. Some made site visits during the day. All groups then pinned their work around the walls and presented it to the entire assembly.

Outputs

- Participation by over 100 people, mostly local professionals and students involved in the built environment.
- Sketch design proposals for key sites and the city centre as a whole.
- Report of the proposals (in hand).
- Public exhibition of the proposals (in hand).
- Record of the day including video footage, photographs and evaluations by 16 participants.
- Good practice recommendations for similar events relating especially to student involvement, workshop techniques, and follow up (in hand).

Further information

Event Coordinator

Lindsay Smales, Faculty of Design & the Built Environment,
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Urban Design Group

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Kingswood Public Workshops

PROJECT SUMMARY

Aims

The aim was to secure public involvement in developing urban design proposals for the Town Centre of Kingswood, South Gloucestershire, as part of a revitalisation study funded under the Government's Single Regeneration Budget.

Method

A programme of 'public workshops' was held on Saturday 16 November at the Civic Centre, Kingswood.

Significance

The project provides an example of a public participation exercise carried out as part of an urban design study for a town centre with good prospects of implementation. The experience will be relevant to many other authorities and consultants facing similar circumstances.

Process

Funding was secured under the Single Regeneration Budget by the Kingswood Regeneration Partnership for four related studies in connection with the revitalisation of Kingswood Town Centre. The Partnership comprises various parties representing South Gloucestershire Council, business and local residential communities. In September 1996, the Project Steering Group offered to collaborate with the UDG Public Participation Programme on public involvement in a proposed urban design study. Roger Evans Associates was subsequently appointed as consultants for the study which had to be completed to a very tight timetable to meet Single Regeneration Budget requirements. Prior to the workshops, the consultants spent one month familiarising themselves with the area, gathering information, interviewing traders and discussing issues with the Steering Group.

Organisation

The public workshops were organised by Roger Evans Associates and South Gloucestershire Council using a methodology regularly used by the consultants on urban design projects. The UDG Public Participation Programme provided additional advice, publications, funding and assistance with facilitation and evaluation.

Programme features

Following introductory talks by the consultants, the morning was devoted to SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis in 5 workshop groups each assisted by a facilitator. A reporter was nominated to report the group's views back to the main group, followed by general discussion. In the afternoon 3 workshop groups, including a youth group, worked on design solutions using base plans. Participation was also facilitated by a specially constructed 6-metre long photomontage of the High Street on which people made comments using post-it notes.

Outputs

- Participation in the day by 30 people, including local traders, residents, councillors and teenagers.
- Input into the consultant's urban design proposals.
- Feedback report on the results (in hand).
- Record of the day including photographs and evaluation by participants.
- Good practice recommendations for similar events relating to timing, programming and the use of the photomontage interactive technique (in hand).

Further information

Roger Evans Associates

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South Gloucestershire Council

Mike Luton, The Civic Centre, High Street, Kingswood, South Gloucestershire BS15 2TR Tel 01454 868686 Fax 01454 863545

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Hastings Action Planning Day

PROJECT SUMMARY

Aims

The aims were to:

- Consolidate and crystallise 2 years of work by local agencies and working groups developing Local Agenda 21 proposals for improving local sustainability.
- Devise an action plan for moving forward and for involving more people.

Method

A one-day 'action planning day' titled 'Hastings Local Agenda 21 - Making it Happen' was held on Saturday 16 November 1996 in the White Rock conference room.

Significance

Throughout the country people are developing Local Agenda 21 plans in line with the recommendations from the 1992 Earth Summit in Rio. A common difficulty appears to be how to turn principles and project ideas into coherent and widely understood programmes of action. Groups in Hastings were keen to apply action planning techniques in helping them move forward. Since the Local Agenda 21 process is comparatively well advanced in Hastings the experience has relevance for activity elsewhere.

Process

Issue-based focus groups had been developing ideas and project proposals for 2 years, assisted by a coordinator employed by Hastings Borough Council. An independent Local Agenda 21 Forum was developed and now provides a coordinating role. The Council published the work of the focus groups in May 1996 and organised a series of evening 'Standing Conferences' during the summer. The proposal for an Action Planning Day evolved during this time.

Organisation

The event was organised by Hastings Local Agenda 21 Forum in partnership with the Council's Environmental Services Department. Urban Design Group members and officers helped with preparation, recording and evaluation. A professional facilitator was employed from outside the area. Invitations were sent only to people already involved in Agenda 21 activity, but nobody who wished to attend was turned away.

Programme features

The morning comprised a tight programme of speakers from relevant local programmes and agencies followed by 6 workshops on initiatives needed to link them to Agenda 21. After a buffet lunch, 6 different workshops developed proposals for the next steps which were reported back to a plenary session. A reception was held in the early evening to which others were invited. Interactive displays allowed participants to comment on project proposals independently of the formal proceedings.

Outputs

- Participation in the day by over 100 people, from a wide range of local organisations.
- Clear set of agreed initiatives for moving forward in the short term and a number of longer term proposals.
- Reports of the event (summary and detailed) (in hand).
- Record of the day including video footage, photographs and evaluations by 20 participants.
- Good practice recommendations for similar events relating to programming and follow up (in hand).

Further information

Hastings Agenda 21 Forum

Jenneth Parker, 10 Emmanuel Road, Hastings, East Sussex TN34 3NB Tel/Fax 01424 432792

Hastings Borough Council

Nigel Ray, Deputy Director, Environmental Services, 44 Wellington Square, Hastings, East Sussex TN34 1PR Tel 01424 781380 Fax 01424 781319

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Participatory Learning & Action

COMMUNITY DESIGN FORUM REPORT 6 FEBRUARY 1997

Aims

The aims were to:

- Understand the special nature of the pioneering participatory activity taking place in agricultural communities in many developing countries.
- Discuss its relevance for community development practice in England.
- Provide an opportunity for networking.

Method

An evening forum was organised at The Prince of Wales's Institute of Architecture in London on 6 February 1997. It was led by Jules Pretty, Visiting Professor at the University of Essex and Fellow of the International Institute for Environment & Development. 30 people attended.

Organisation

The event was jointly organised by the Urban Design Group Public Participation Programme and The Prince of Wales's Institute of Architecture as part of its public lecture series. It was the first in a series of Community Design Forums coordinated by Nick Wates. Publicity was sent to the UDG South East membership and the Institute's action planning mailing list.

Format

- 1 Introduction by Series Organiser.
- 2 Overview of issues facing agriculture using overheads.
- 3 Analysis of different participatory approaches and their effectiveness using overheads and slides.
- 4 Watch game with participants.
- 5 Use of visualisation methods in various countries using slides.
- 6 Mapping exercise in workshop groups.
- 7 Summary followed by general debate.
- 8 Informal networking.

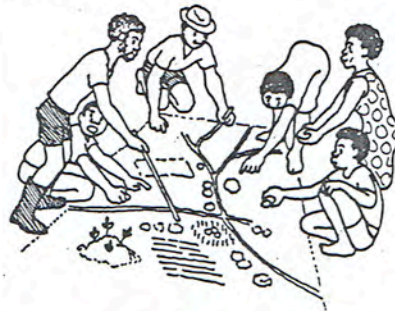
A book and information table was provided for the exchange of literature and refreshments were available throughout.

Main issues

- Importance of participatory processes for sustainability of development innovations.
- Importance of clear methodology and practice information in achieving results.
- Value of visualisation methods in achieving effective participation.
- Wide scope of visualisation methods.
- Need to overcome years of cynicism about participation in England.

Outputs

- Participation by 30 people from a wide range of backgrounds.
- Record of the event including video and sound tape.
- Good practice points, particularly regarding principles and visualisation.



From Participatory Learning & Action; a trainer's guide, Jules Pretty et al, IIED, 1995.

Further information

Jules Pretty

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Prince of Wales's Institute of Architecture

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Farnham Launch Seminar

PROJECT SUMMARY

Aim

The long term aim is the best possible revitalisation of the East Street area of central Farnham. The launch seminar aimed to engage the main stakeholders in evolving the development and participation process from the outset.

Method

A lunchtime seminar was organised on 21 November at the Bush Hotel for 36 key stakeholders including landowners, leaseholders, developers, local authorities, amenity groups and civic societies.

Significance

This is a rare example of a revitalisation of a major sector of a medium-sized provincial town being tackled from the outset with a strong commitment to the participation of all parties. It could provide a useful model for others.

Organisation

The seminar was organised by Waverley Borough Council's Planning Department following advice from The Prince of Wales's Projects Office, the Urban Design Group, Cluttons and others. It is anticipated that the Urban Design Group will play a significant role in a public participation event scheduled for September 1997.

Process

The lunch was a key component of an evolving public participation and development strategy as follows:

- 1 Urban design proposals by local residents supported in principle by Farnham Town Council (1994).
- 2 Feasibility study on participation strategy by The Prince of Wales's Projects Office (author, Nick Wates) for Waverley Borough Council (July 96).
- 3 Promotional lunch for key stakeholders (Nov 96).
- 4 Technical and consultation work by Borough Council.
- 5 Steering Group & Consultative Panel formed (Mar 97).

- 6 Public participation event (Sept 97).
- 7 Draft development brief (Oct/Nov 97).
- 8 Technical Consultation/Endorsement (Dec 97-Mar 98).
- 9 Publication of Development Proposal (Apr/May 98).

Promotional lunch features

- Minimal briefing papers with open agenda.
- Careful invitation of participants to ensure presence of all key stakeholders.
- Pleasant working environment seated around 5 circular tables with buffet lunch.
- Briefing presentation before lunch. Workshop process on tables with report back after lunch.

Outputs

- Enthusiasm for initiative from all parties.
- Respect for Borough Council approach and endorsement of its role in taking things forward.
- Many useful suggestions and offers of help.
- Record of the event including flipchart notes and photographs.
- Good practice recommendations for similar events especially relating to lunch seminar techniques and early planning phases of participation processes.



Further information

Waverley Borough Council

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Ore Valley Process Planning Workshop

PROJECT SUMMARY

Aims

The aims were to:

- Explore the possibility of organising a full scale action planning event in Ore Valley, Hastings.
- Determine the nature of the event and the next steps needed for making it happen.

Method

The UDG was invited to facilitate an evening 'workshop' on Monday 17th February for members of the Ore Valley Forum, a locally based umbrella group representing a variety of interests in the area. Fifteen people took part including residents, local councillors and the Police.

Organisation

The event was organised by 1066 Housing Association and Hastings Trust after discussion with the UDG and Ore Valley Forum.

Format

- 1 Introduction by Christine Goldschmidt, Director of Hastings Trust explaining the context.
- 2 Slide show by Nick Wates on Action Planning processes and options.
- 3 Refreshment break.
- 4 Workshop Groups (3) identify aims, issues and area to be covered using maps and cards.
- 4 Maps and cards put up on a wall and then compared and prioritised by whole group.
- 5 Workshop groups complete remainder of preprepared Action Planning Planner sheet.
- 6 Each group presents back to whole group followed by discussion chaired by Robin Deane of 10664.

Outcome

- Enthusiasm and mandate to proceed with an event.

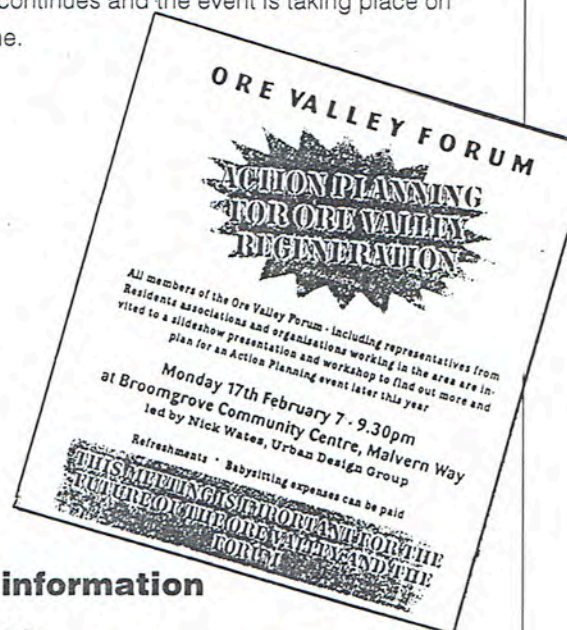
- Steering Group formed to co-ordinate next steps.
- Basic concept of event established and many good Ideas for detailed planning recorded.

Lessons

- Value of having a method for allowing the community to plan the participatory process from the outset.
- Many points of detail in structuring such process planning workshops.

Follow up

- Two weeks after the workshop the Steering Group organised a meeting which was attended by others including chief council officers. A draft programme and budget was presented by local councillor, Steve Manwaring and a total of £10,000 was pledged by 1066, the Police and Hastings Borough Council. Planning continues and the event is taking place on 12-16 June.



Further information

Hastings Trust

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1066 Housing Association

Robin Deane, PO Box 1066, Hastings, East Sussex TN34 1WY Tel 01424 781209 Fax 01424 781279

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Open Space Workshop

COMMUNITY DESIGN FORUM REPORT 6 MARCH 1997

Aims

The aims were to:

- Learn about the Open Space workshop process.
- Explore its relevance for community development practice in England.
- Develop ideas for future initiatives needed in the community planning field.
- Provide an opportunity for networking.

Method

A mini Open Space workshop was organised at The Prince of Wales's Institute of Architecture in London on 6 March 1997. The theme was "What are the issues and opportunities facing Community Planning?" The event was led by Romy Shovelton, Director of Wikima Consulting, consultants in organisational and community change. 40 people attended.

Organisation

The event was jointly organised by the Urban Design Group Public Participation Programme and The Prince of Wales's Institute of Architecture as part of its public lecture series. It was the second in a series of Community Design Forums coordinated by Nick Wates. Publicity was sent to the UDG South East membership and the Institute's action planning mailing list.

Format

- 1 Introductions by Nick Wates and Romy Shovelton.
- 2 Open Space Opening Circle - workshop issues decided - people signed up for workshops..
- 3 Workshop groups.
- 4 Recommendations and action sheets posted up.
- 5 Presentation by Rob Cowan - the potential application of Open Space in Urban Design collaboration.
- 6 Open debating session.

7 Open Space Closing Circle.

8 Informal networking.

A book and information table was provided for the exchange of literature and refreshments were available throughout.

Main issues

- All participants agreed that Open Space technology has great potential for community planning.
- Particularly useful features include agenda setting process, workshop sheets and closing circle stick as well as having a total logically coherent process.
- Lack of report back session from workshops concerned some action planning practitioners.

Outputs

- Participation by 40 people from a wide range of backgrounds.
- Record of the event including video and photographs.
- Good practice insights on Open Space events.
- Proposals for Community Planning initiatives needed and direction for future events in the Forum series.



From the New York Times, 5th June 1994.

Further information

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Prince of Wales's Institute of Architecture

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Bath Action Planning Day

PROJECT SUMMARY

Aim

The aim was to secure local views on the redevelopment of the Southgate area in the city centre as part of a 5-week urban design study by 11 students from The Prince of Wales's Institute of Architecture.

Method

A one-day Community Planning Day was held on 7 March 1997. It took the form of an interactive exhibition in an arcade in the main shopping street by the Roman Baths.

Significance

A good example of how students can run meaningful public participation exercises as part of their course work; benefiting the public, improving their design solutions and gaining experience in public participation techniques.

Organisation

The event was hosted by The Bath Preservation Trust in association with The Prince of Wales's Institute of Architecture. It was assisted and evaluated by the Urban Design Group Public Participation Programme with Project Manager Nick Wates devising the process and acting as community planning tutor to the students.

Process

- 1 Event framework and responsibilities agreed with Bath Preservation Trust and Institute course organiser, Peter Powlesland. Local publicity and invitations.
- 2 Lecture for students on Action Planning followed by detailed event planning workshop.
- 3 Materials prepared by students in their studio.
- 4 Exhibition transported and set up in Bath for one day.
- 5 Analysis of results, proposals drawn up.
- 6 Exhibition of proposals. Further public comment.

Exhibition features

- Large blank sheets with questions asking views on present and future alongside prompt photographs. Build up of post-its during day generating debate.
- Tables with model and blank sheets for sketching.
- Students actively engaging passers-by in debate.

Outputs

- Involvement of some 400 local people who used over 2,000 post-it notes to make comments.
- Positive local press coverage on urban design issues.
- Experience in public participation for 11 students.
- Urban design proposals for the site of real value to the authorities, site owners and amenity groups.
- Exhibition of proposals (already shown in London and Oxford, Bath exhibition planned).
- Report of proposals and event (in hand).
- Record of the day including video footage, photographs and evaluations by participants.
- Good practice recommendations for similar events especially relating to the role of students and the design of interactive street exhibitions.



Further information

Bath Preservation Trust

Timothy Cantell, Timothy Cantell Associates, Weymouth House, Beechen Cliff Road, Bath BA2 4QS. Tel + Fax 01225 482074

Prince of Wales's Institute of Architecture

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Liverpool Planning Weekend

PROJECT SUMMARY

Aim

The aim was to involve all sectors of the local community in drawing up a shared vision to form the basis for a regeneration strategy involving some £120 million of public, private and European funding in the Duke Street/Bold Street area of central Liverpool.

Method

A five-day Planning Weekend was held from 13 to 17 March 1997.

Significance

A typical example of a planning weekend of the type developed by John Thompson & Partners, the leading organisers of such events in the UK. Particularly worth studying due to its initiation and commitment to ongoing monitoring and evaluation by English Partnerships which is investing £15 million in the area.

Organisation

The event was organised by John Thompson & Partners on behalf of English Partnerships, with support from Liverpool City Council and other local organisations. It was also supported by The Prince of Wales's Projects Office and the Urban Design Group Public Participation Programme which combined forces to monitor and evaluate the event and its impact on implementation.

Process

Following initial local meetings and advance publicity, the event itself followed a standard Planning Weekend formula:

- 1 Thursday - Briefings from local parties.
- 2 Friday - Topic workshops.
- 3 Saturday - Design workshops.
- 4 Sunday - Team working.

5 Monday - Evening presentation of proposals.

A feedback meeting was held several weeks later and monitoring is continuing.

Event features

- Standardised and highly sophisticated topic workshop formula with in-house facilitators.
- Team comprised almost entirely of JT&P staff.
- Commitment to ongoing monitoring and evaluation.

Outputs

- Involvement of some 250 local people in the event.
- Newsheet and Report of proposals and event.
- Detailed evaluation of the impact of the event on planning strategy and implementation activity and the extent to which local opinion has been incorporated and acted upon (in hand).
- Record of the event including video footage, photographs and evaluations by participants.
- Good practice recommendations for similar events especially relating to workshop techniques and the use of consultant organisers.

Duke Street/Bold Street Planning Weekend

Friday 14th March - Monday 17th March 1997

Blackburne House • Hope Street • Liverpool L1

Open to everyone • Join in and have a say! • It's a process that works and it's fun!

FRIDAY 14 March: TOPIC WORKSHOPS 9.30 - 18.00		
9.30 Registration		
10.00 Launch of the Community Planning Weekend		
10.30 Making Mixed Uses Work (A1)	Community, Health & Social Provision (B1)	Economic Regeneration (C1)
• What should happen now?	• ...what is "Community"?	• A culture of enterprise?
• Where and when?	• A healthy city?	• Training & Technology
• Who will take over?	• Provision for needs?	• Quality vs Cost
12.00 Report back and Lunch		
13.30 Living in the City (A2)	Culture, Leisure & Education (B2)	Image & Vision (C2)
• Living neighbourhoods?	• "Art" in the "heart"?	• The Past?
• By day and by night?	• Leisure for all?	• The Present?
• Economy	• ...in the future	• The Future?
		Participation & Involvement (C3)
		• Why bother?
		• Who owns it?
		• Who sustains it?

Further information

English Partnerships

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John Thompson & Partners

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Comparing Participation Methods

**SEMINAR REPORT
25 & 26 APRIL 1997**

Aims

The aims were to:

- Develop a forum of exchange for those working on different participation processes.
- Learn about specific participatory processes.
- Assist the production of a guidebook.
- Develop ideas for future joint working and initiatives.

Method

A two-day seminar was held in Northampton. No agenda was set in advance but participants provided papers on techniques known to them and came prepared to make a presentation. 17 people attended.

Organisation

The event emanated from a brainstorming session organised by the New Economics Foundation in December 1996 in which the Project Manager participated. It was decided to start a network and hold a series of meetings hosted by different members. The Northampton event was hosted by Northamptonshire ACRE and organised by the Centre for Community Visions in association with the Programme. Invitations were sent to those known to have information on specific processes.

Format

Day 1 - Friday starting 15.00

- 1 Introductions, agenda setting and listing of the different techniques.
- 2 Presentations on Village Appraisals, Community Audits and Future Search.
- 3 Discussion and debate over dinner.

Day 2 - Saturday ending 16.00

- 4 Presentations on Action Planning, Participatory Learning & Action (Southern & Northern context), Real Time Strategic Change, Community Indicators,

Planning for Real.

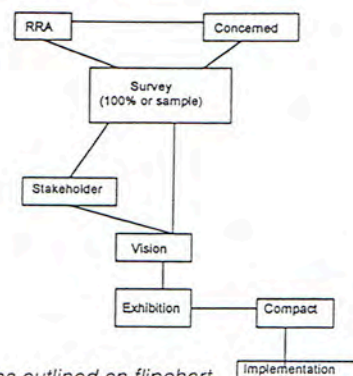
- 5 Open Space session as a demonstration and to determine interests and priorities for the Group.
 - 6 Discussion on publication format and deadlines.
- A book and information table was provided for the exchange of literature.

Main issues

- The variety of techniques available and the lack of cross fertilisation between them up to now.
- The importance of learning about, and experiencing, a range of techniques.

Outputs

- Participation by 17 people with a range of experience.
- Record of event including video footage and photos.
- Good practice insights on a range of techniques.
- Draft material for a publication comparing some of the main participation processes.
- Decision to expand the network and hold the next meeting on 3 July at the University of Birmingham.



Community audit process as outlined on flipchart

Further information

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Planning for Real

COMMUNITY DESIGN FORUM REPORT 8 May 1997

Aims

The aims were to:

- Learn about the Planning for Real method and how the original concept is being adapted in the light of two decades of experience.
- Give participants hands-on practical experience in using the method.
- Explore the method's relevance and potential for community development practice in England.
- Provide an opportunity for networking.

Method

An evening workshop was held at The Prince of Wales's Institute of Architecture in London on 8 May 1997. The event was led by Margaret Wilkinson, Community Development Fieldworker, Neighbourhood Initiatives Foundation, Telford. 35 people attended.

Organisation

The event was jointly organised by the Urban Design Group Public Participation Programme and The Prince of Wales's Institute of Architecture as part of its public lecture series. It was the third in a series of Community Design Forums coordinated by Nick Wates. Publicity was sent to the UDG South East membership and the Institute's action planning mailing list.

Format

- 1 Introductions by Nick Wates and Margaret Wilkinson.
- 2 Talk on history and principles of Planning for Real by Margaret around a large pre-prepared table-top base plan of the local Camden Town area.
- 3 Participants built up a 3D model using the Neighbourhood Initiatives Foundation kit.
- 4 Explanation of involvement process by Margaret.
- 5 Participants given roles. Planning for Real exercise undertaken with participants placing cards on the

model.

6 Prioritising session.

7 Questions and debate.

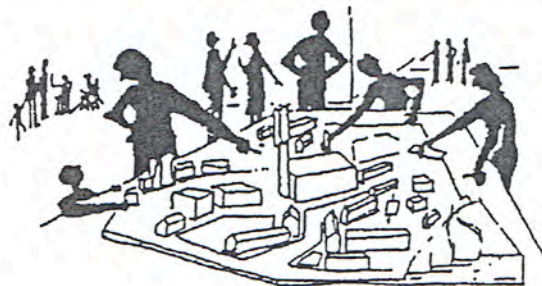
A book and information table was provided for the exchange of literature and refreshments were available throughout.

Main issues

- Value of 3D model for facilitating interaction and debate.
- Need to adapt original method to suit context.
- Importance of method for professionals working together as well as non-professionals.
- More guidance needed on how the method can best be used within a variety of planning and development contexts.

Outputs

- Participation by 35 people from a wide range of backgrounds.
- Record of the event including video footage and photographs.
- Good practice insights on Planning for Real process.



Further information

Neighbourhood Initiatives Foundation

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Prince of Wales's Institute of Architecture

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Planning for Sustainable Communities

WORKSHOP REPORT 17 MAY 1997 DORCHESTER

Aims

From a UDG perspective the aims were to:

- Explore the value of public participation processes in achieving sustainable communities.
- Identify which processes might be of most use in Dorset.
- Allow participants to experience participatory methods and initiate action through those methods.

Method

A one-day conference was held in Dorchester Town Hall on Saturday 17 May 1997 incorporating a participatory workshop and report back process. 80 people attended.

Organisation

The event was organised by the National Council of Civic Trust Societies in association with the Urban Design Group, Dorset County Council and Dorset Agenda 21 Forum. Overall planning was coordinated by the National Council with the Urban Design Group being responsible for programming and facilitating the workshop sessions and making a presentation on Action Planning.

Format

Friday evening

- 1 Pre conference planning meeting and dinner for workshop facilitators and organisers.

Saturday

- 2 Opening remarks, Conference Chairman, Philip Beisly.
- 3 Presentations on the Agenda 21 Mission and the opportunities at local level.
- 4 Presentations on local initiatives taking place.
- 5 Presentation on Action Planning by Nick Wates.

- 6 Lunch.
- 7 Action Planning Workshops (see below).
- 8 Report back and 'next steps' plenary session.
- 9 Personal action pledges on flipcharts at exit points.
- 10 Feedback and planning session for workshop facilitators and local organisers.

Workshop process

Participants were divided in advance into six workshops: Building and the built environment; Countryside and sustainable agriculture; Agenda 21 in parish communities; Transport issues; Energy & water; Work and the economy in country towns. Each group undertook the the following process:

- 1 Participants introduced themselves.
- 2 Each participant wrote on post-its 3 initiatives needed and who should take them.
- 3 Facilitator shuffled post-its (ensuring anonymity), read each one out and posted them on 3 wall charts headed 'Now', 'Soon' and 'Later'. High priority at top of charts, low priority at bottom.
- 4 Post-its moved around during discussion. Main priority initiatives established.

Outputs

- Participation by 80 people from a wide range of backgrounds.
- Series of prioritised initiatives.
- Record of the event including video footage, photographs and conference report (forthcoming).
- Good practice points particularly on participatory workshop methods in a conference setting.

Further information

National Council of Civic Trust Societies

Philip Beisly, 3-6 Wadham Street, Weston-super-Mare, Somerset BS23 1JY Tel: 01934 412144

Dorset County Council

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Wakefield Action Planning Event

4 & 5 JUNE 1997

PROJECT SUMMARY

Aims

The aims were to:

- To test the Regeneration Brief for a key industrial site near the town centre prepared by the Wakefield Calder Waterfront Partnership.
- To generate public interest and support.
- To strengthen the regeneration partnership.
- To help local firms develop their own action plans.

Method

A two-day 'action planning event' was held on 4 & 5 June 1996 based at the Wakefield Arts Mill at the heart of the site. The event was preceded by a one-day seminar entitled 'Making Industrial Buildings Work' in York.

Significance

The event was one of the first known action planning events to focus on an entirely industrial area involving a working rather than residential community. Innovations included the two-day workshop format preceded by an academic seminar, the report production process and the brainstorm buffet supper in the City Council Chamber

Process

Wednesday 4 June

- 1 Briefings by key stakeholders
- 2 Site reconnaissance.
- 3 Issues and options analysis in 3 Workshop groups: Business community; Buildings; City context.
- 4 Brainstorm buffet supper at Wakefield Town Hall.

Thursday 5 June

- 5 Preparation of action plans in workshop groups.
- 6 Presentation and discussion.

Friday 6 June

- 7 Report writing, editing and layout.

Organisation

The event was instigated by the Urban Design Group and the Institute of Advanced Architectural Studies at York University. Following discussions with Wakefield Regeneration Department it was decided that the event should be hosted by the Partnership, organised by the Regeneration Department, programmed and facilitated by the Urban Design Group and the York Institute. A professional team was assembled and supported by a student team from the Institute. The report was produced and published by the Institute in association with the Urban Design Group.

Outputs

- Participation in the event by over 80 people many of whom benefitted from meeting for the first time.
- Clear set of main themes, recommendations, ideas and proposals (many since taken up).
- Printed report of the event (6 sides A4) distributed to all participants, 1000 UDG members and many other interested local parties.
- Record of the day including video footage, photographs and evaluations by 10 participants.
- Good practice recommendations for similar events particularly relating to report production and division of responsibilities (in hand).

WAKEFIELD WATERFRONT
Building on the Past with a
Vision for the Future

Further information

Institute of Advanced Architectural Studies

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Wakefield Calder Waterfront Partnership

Allen Parks/Andrew Sheppard, City of Wakefield Metropolitan District Council, Regeneration Department (Development Services), Newton Bar, Wakefield, West Yorkshire WF1 2TX
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Report of an
action planning
event on
4 & 5 June 1997

Community Visioning

COMMUNITY DESIGN FORUM REPORT 5 JUNE 1997

Aims

The aims were to:

- Learn about a variety of new techniques, many emanating from the United States, for helping communities create and then realise visions for their future.
- Explore their relevance for community development practice in England and how to choose between the various techniques.
- Provide an opportunity for networking.

Method

An evening forum was organised at The Prince of Wales's Institute of Architecture in London on 5 June 1997. The event was led by Perry Walker from the Centre for Community Visions, New Economics Foundation. 30 people attended.

Organisation

The event was jointly organised by the Urban Design Group Public Participation Programme and The Prince of Wales's Institute of Architecture as part of its public lecture series. It was the fourth in a series of Community Design Forums coordinated by Nick Wates. Publicity was sent to the UDG South East membership and the Institute's action planning mailing list.

Format

- 1 Introductions by Miriam Solly and Perry Walker.
- 2 Showing of a 10-minute video on a future search conference in Hucknall, Northamptonshire
- 3 Questions from the floor fielded by Perry.
- 4 Refreshment break.
- 5 Participants sat in a circle and talked about different ways of developing visions and how they might be used in their own situation.

6 Concluding remarks by Perry.

7 Informal networking.

A book and information table was provided for the exchange of literature and refreshments were available throughout.

Main issues

- The need for more advice and comparable information on the applicability of different techniques and how people can choose between them.
- The importance of people designing their own process drawing on a variety of techniques and approaches.

Outputs

- Participation by 30 people from a wide range of backgrounds.
- Record of the event including video footage and photographs.
- Good practice insights on visioning methods.
- Networking and cross-fertilisation.



From Sustainable Gloucestershire, 1996.

Further information

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Prince of Wales's Institute of Architecture

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Oxpens Quarter Initiative Public Workshops

PROJECT SUMMARY

Aim

The aim was to involve the public in city planning and design and generate an exciting and workable vision for the Oxpens area of Oxford City Centre.

Method

A one-day workshop was held on Saturday 21 June at Oxford College of Further Education.

Significance

A good example of a professionally organised initiative backed by the public, private and voluntary sectors and involving people from a wide variety of backgrounds. Innovations included the development of a Web site which was on-line at the event and will be used afterwards and a 'treasure hunt' competition and 'warm-up' exhibition 2 weeks beforehand to familiarise people with the area and some of the issues.

Organisation

The workshop was arranged by Marcus Lapthorn, the City Centre Manager, and Roger Evans Associates. It was originally hoped that the project would have been included in the DoE's Urban Design Campaign as a case study but it was not selected. Sponsorship was subsequently obtained to enable the initiative to take place. The UDG had three representatives present to participate in and/or evaluate the process.

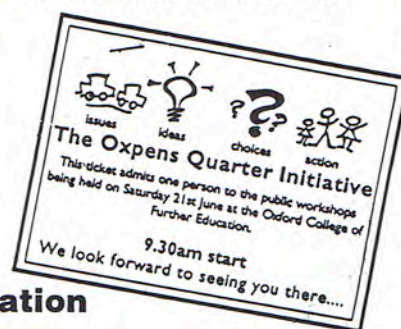
Workshop process

- 1 Participants welcomed by Marcus Lapthorn who outlined the objectives of the day as being constructive ideas and action planning

- 2 Roger Evans described some of the current issues affecting the area.
- 3 People met in nine groups preselected to provide a variety of backgrounds. Each group given topics on which to consider strengths, weaknesses and opportunities.
- 4 Conclusions reported back to plenary session.
- 5 Brief descriptions by various development agencies of proposals for some of the key sites such as the prison.
- 6 Lunch
- 7 Same nine groups worked on scale plans of the whole area to indicate how the area could be changed.
- 8 Report back to plenary session. General debate.

Outputs

- Participation by over 100 people from a wide variety of backgrounds.
- Conclusions about important characteristics of the area and aspirations.
- Sketch ideas for improvement of this part of the city.
- Website for further public participation.
- Feedback report to the City Council (in hand).
- Record of event including video footage, photographs and evaluations by 14 participants.
- Good Practice Recommendations for similar events.



Further information

Oxford City Council

Marcus Lapthorn, City Centre Manager, Clarendon House, 52 Cornmarket St., Oxford OX1 3HD Tel 01865 252200 Fax 252144

Roger Evans Associates

Roger Evans/Julie Witham, 59-63 High St., Kidlington, Oxford OX5 2DN Tel 01865 377030 Fax 01865 377050

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Evaluation

NOTES ON PURPOSE & PROCESS

Aims

The purpose of evaluating public participation events is to:

- Explore the relationship between participatory events and the planning, design, policy, practice and implementation process;
- Compare people's expectations prior to events with their assessment of their experiences afterwards;
- Establish the potential and likely impact of the events on the physical, economic, organisational and psychological environment;
- Provide research findings to contribute to best practice guidance.
- Help people involved in the events to learn from their experience.

Method

The evaluation process adopted has three main elements:

- A Gaining a detailed understanding of the nature of the process undertaken through collection and analysis of printed documentation, photographs and video footage.
- B Structured survey interviews with selected representative participants, preferably both before and after events.
- C Further survey interviews and preferably a formal 'revisit' after a period of time (normally one year).

Standard interview procedure

- 1 Before the event starts (or in very early stages) distribute 'Before' questionnaire (Form 8) to a representative sample of participants. These might include organisers, team members, advisors, local residents, local government officers etc. Ten to twenty forms will normally be sufficient, depending on the scale of the event. Help people complete forms if necessary.
- 2 At the end of the event distribute the 'After' questionnaire (Form 9), preferably to the same people.

Provide SAE for people to post them back or, preferably, collect them personally.

- 3 Produce an Evaluation Report analysing forms on a question by question basis (see previous example for style). Circulate a draft for comment to key organisers before finalising.

Options

- Sometimes it is logistically difficult to get people to complete forms before an event. In this case use the 'After' questionnaire only.
- If people are only attending for part of an event, or if the event is continuous (say an exhibition) it may be appropriate to get people to complete forms during the event. In this case make a note of the time and date of completion.

Tips

- Make a list of the names and telephone numbers of the people you have left forms with so you can chase them later.
- In some respects it is preferable for the evaluation procedure to be undertaken by a single independent 'outsider'. But it can still be useful if undertaken by someone involved if their interest is acknowledged.

Further information

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Programme Administrator

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Mount Wise Community Action Planning Event

PROJECT SUMMARY

Aim

The aim was to generate a new vision of the area using technical expertise and local knowledge.

Method

An 8-day 'Community Action Planning Event' was organised with the title 'Mount Wise - getting it right together', 11-18 September 97. It comprised a programme of workshops, discussion groups and site visits with a 38-strong multidisciplinary Action Planning Team from the locality and elsewhere.

Significance

A good example of an initiative organised by local residents with national and local agency support playing an enabling role. Innovations included the 8-day format, the largest ever recorded Team and the holding of youth workshops prior to the event.

Organisation

The event was organised by a Working Party with representatives from the community, City Council, Plymouth School of Architecture and others. The UDG provided advice and assistance throughout and had two representatives present to participate and undertake evaluation.

Process

- 1 Process planning session. Slide presentation, reconnaissance and planning meeting, 1&2 May 97.
- 2 26-member Working Group established with consultant support. Administrative subgroups formed.
- 3 Workshop attended by 70 young people, organised

with local schools.

- 4 Event (see below).
- 5 Follow up through establishing a community development trust for the neighbourhood.

Event structure

Thurs	Tour, briefings, launch event performances by young people and live entertainment.
Fri	Issues, problems and opportunities workshops.
Sat	Solutions and design workshops.
Sun	Free day
Mon	Team synthesis.
Tues/Weds	Report production.
Thurs	Presentation of the Action Plan, fire sculpture and live entertainment.

Outputs

- Participation by over 160 people of all ages and from a wide variety of backgrounds.
- Action plan for improvements for the area.
- A3 colour printed summary report, 400 distributed.
- Full report (in hand).
- Record of event including video footage and photographs.
- Evaluation report including good practice recommendations for similar events.

Further information

Mount Wise Community Action Planning Event

c/o 102 Pembroke Street, Mount Wise, Plymouth PL1 4JT
Tel 01752 607277

Facilitator

Dick Watson, 14 Riverside, Totnes, Devon TQ9 5JB
Tel 01803 865773

Plymouth City Council

Sara Morrish, EDURS, Floor 8, Civic Centre, Plymouth PL1 2EW
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Ore Valley Action Planning Weekend

PROJECT SUMMARY

Aim

The aim was to help local people generate a vision for their area and develop ways of implementing that vision.

Method

An 4-day 'Action Planning Weekend' was organised with the slogan 'Creating a vision for the Ore Valley', 12-15 September 97. It comprised a programme of workshops, plenary sessions and site visits with a 37-strong multidisciplinary Action Planning Team from the locality and elsewhere.

Significance

A good example of an initiative organised by a partnership of local residents and national and local agencies. Innovations included employing a local resident as coordinator and the production of a report using DTP during the event.

Organisation

The event was organised by a Working Group including local residents, Councillors, Council officials, employers and local businesses, voluntary groups and the Police. Funding was provided by Hastings Council, 1066 Housing Association and Sussex Police. Budget: £10,000. The UDG provided advice and assistance throughout. Several team members were UDG members including the Team Chair, Jon Rowland.

Process

- 1 Process planning session. Slide presentation, 17 Feb 97. Working Group established.
- 2 Regular meetings of Working Group and a core

subgroup. Twelve meetings in all.

- 3 Appointment of local resident Beverly Winchester as coordinator of the event.
- 4 Event (see below).
- 5 Follow up meetings including a multi-agency session organised by the County Council and chaired by its Chief Executive on 16 December.

Event structure

Fri	Briefings. Reconnaissance. Launch of photographic exhibition.
Sat	Public topic and design workshops. Team brainstorm dinner.
Sun	Team synthesis.
Mon	Report and exhibition production. Public presentation and exhibition.

Outputs

- Participation by over 100 people of all ages and from a wide variety of backgrounds.
- Action plan for improvements for the area.
- A4 6-sided photocopied report containing main themes, recommendations, ideas and proposals. 250 copies distributed.
- Record of event including video footage and photographs.
- Evaluation report including good practice recommendations for similar events.

Further information

Action Planning Weekend Coordinator

c/o Hastings Trust, 35 Robertson Street, Hastings TN34 1HT
Tel 01424 446373

1066 Housing Association

Robin Deane, Tenant Liaison Manager, PO Box 1066, Hastings
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Farnham Urban Design Workshop and Open House

PROJECT SUMMARY

Aim

The long term aim is the best possible revitalisation of the East Street area of central Farnham. The urban design workshop aimed to involve all the main stakeholders in developing practical but exciting development proposals. The open house was a means of involving a wider public.

Method

A one-day workshop was organised on Monday 3 November for an invited group of 29 key stakeholders (including landowners, leaseholders, developers, authorities, amenity and civic groups) with council officers and a 7-member visiting urban design team. The results formed the basis for an open house event on Friday 7 & Saturday 8 November. Both events took place in a prominent vacant shop in East Street.

Significance

This is a rare example of a revitalisation of a major sector of a medium-sized provincial town being tackled from the outset with a strong commitment to the participation of all parties (see also Information Sheet 7). The open house event following on from the workshop was an interesting and successful innovation.

Organisation

The events were organised by Waverley Borough Council's Planning Department with support from The Prince of Wales's Projects Office and the Urban Design Group.

Process

The events were a key component of an evolving public participation and development strategy as follows:

- 1 Urban design proposals by local residents supported in principle by Farnham Town Council (1994).
- 2 Feasibility study on participation strategy by The Prince of Wales's Projects Office (July 96).
- 3 Promotional lunch for key stakeholders (Nov 96).
- 4 Technical and consultation work by Borough Council.
- 5 Steering Group & Consultative Panel formed (Mar 97).
- 6 Urban Design Workshop and Open House (Nov 97).
- 7 Draft development brief.
- 8 Technical Consultation. Endorsement.
- 9 Publication of Development Proposal.

Event features

- Urban design workshop in standard 'planning day' format with external facilitators.
- Results drawn up and presented in a highly professional interactive exhibition format by in-house local authority staff in 3 days.
- Exhibit sequence: entry desk; welcome panel; participant data; issues, goals, action; likes/ dislikes; visions; scheme displays; draw your own; what next; help offers; comments; further information request.
- 200 visitors to open house, 80% Farnham residents.

Outputs

- Enthusiasm for initiative from all parties.
- Sketch schemes for the site drawn up by main stakeholders with input from general public.
- Many useful views, suggestions and offers of help.
- Record of the event including video and photographs.
- Newsletter and press coverage.
- Good practice recommendations for similar events especially relating to open house events.

Further information

Waverley Borough Council

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Urban Design Group

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