



The Community Planning Event Manual

How to use Collaborative Planning and Urban Design Events to Improve your Environment



Nick Wates

From Nick Wates, the author of the hugely successful ***Community Planning Handbook***, comes this events manual – the first on the subject – which explains why and how to organize community planning events.

It includes a step-by-step guide, detailed checklists and other tools for event organisers. The method is user-friendly, flexible and easy to employ in any context from small neighbourhood improvements to major infrastructure and construction projects anywhere in the world.

'This is the kind of book the busy practitioners of today need to support them in their work.' *Professor Peter Roberts, chairman of ASC, the Academy for Sustainable Communities*

'Nick Wates is a trail blazer in communicating clear, concise and immediately useful tools and techniques that transmit energy and make you want to get stuck in. This publication is amongst a handful of documents that all urban practitioners should have to hand.' *Ian Munt, international urban governance consultant*

'Some books help you to learn - this one helps you to deliver! An invaluable tool.' *Professor Brian Evans, deputy chair, Architecture+Design Scotland and Partner, Gillespies LLP*

'The devil is as always in the detail, and Nick Wates' Community Planning Event Manual provides it.' *Perry Walker, head, democracy and decision-making, New Economics Foundation*

earthscan

20 years of publishing
for a sustainable future

PRACTICAL GUIDANCE AND CASE STUDIES FROM LEADING URBAN PLANNING PRACTITIONERS



End product – sustainable communities

Two award winning major new UK developments shaped by Community Planning Events. Above: Upton, Northampton – a sustainable urban extension with 1,000 new homes masterplanned by The Prince's Foundation using an Enquiry by Design. Below: The Village at Caterham, Surrey – a mixed use neighbourhood with 366 new homes to a plan by John Thompson & Partners arising from a community planning weekend attended by 1,000 people. (See page 100 for project details.)



Nick Wates is a leading authority on community involvement in planning and architecture. As an author, practitioner and teacher he has participated in, and chronicled, its development for over 30 years.

He is site editor of The Community Planning Website www.communityplanning.net which is based on his popular **Community Planning Handbook** (Earthscan, 2000). Previous books include **Community Architecture** (1987, with Charles Kneivitt).

He first experienced a Community Planning Event in 1985 and since then has played a role in dozens – as journalist, observer, coordinator, facilitator, team member, support staff and consultant.

He is director of Nick Wates Associates.



John Thompson is the Chairman of John Thompson & Partners, one of Europe's leading firms of Architects and Urbanists, and Founder-Chairman of The Academy of Urbanism.

In the 1980s he pioneered the use of Community Planning Events in the United Kingdom as a tool for engaging local people in the design of their own neighbourhoods. Since then he has led a series of seminal projects that have simultaneously delivered physical, social and economic change.

Formerly Chairman of the RIBA Urbanism and Planning Group and a founder member of The Urban Villages Forum, he is currently a member of Yorkshire Forward's Urban and Rural Renaissance Panels.

John has undertaken masterplanning and urban design projects in towns and cities throughout the UK and Europe and is currently designing a series of new settlements in England, Scotland, Iceland and the Moscow City Region.

In association with:

JOHN THOMPSON & PARTNERS



The Prince's Foundation
FOR THE BUILT ENVIRONMENT



THE ACADEMY OF URBANISM

Book Features

Checklists

Use these to plan your own events

Equipment and Supplies

Checklist for large-scale event. Adjust accordingly.

A ESSENTIAL ITEMS for most events

- Aerial photographs
- Banners and directional signs with fixings
- Base maps and plans of the area at different scales (1:200 and 1:400 most)

Sample timetables

Use these to understand the different event types and who needs to attend when

DAY 1 THURSDAY BRIEFING

08.00	Setting up Room arrangements. Delivery of equipment and supplies. Erection of banners and signs
12.00	Team assemblies
13.00	Buffet lunch Welcome by hosts, sponsors etc

Explanatory images

Photos and illustrations aim to clarify the process and provide inspiration. They have been selected from a variety of events over the past two decades. Details can be found in the Photo and illustration credits on page 114

Insights and inspiration

Quotations from a range of event participants over the years. Sources on page 116

Sample documents

Use these to save time

Sample Briefing Pack Letter

Dear

Anytown Community Planning Event

Many thanks for agreeing to take part in this event as: [insert role, ie Team member, Advisor, Admin staff, student support].

A briefing pack is enclosed containing the following information for you to look at before you arrive:

- Mission statement
- Team list with roles and responsibilities
- Biographical notes on Team members

TIPS PRINCIPLES

- **Essential ingredients**
Ignore at your peril

- **Good ideas**
Based on experience

community planning .net
the community planning website helping people shape their cities, towns and villages in any part of the world

"The brilliant website communityplanning.net sets out clear advice on a whole range of ways you can get people involved - using everything from models, to photos, to computer maps to show what development could look like."

By Hazel Blears MP,
Secretary of State for Communities and Local Government
25 March 2009

Related website

Check for further information and updates
www.communityplanning.net

TABLE OF CONTENTS

Preface by English Partnerships
Foreword by HRH The Prince of Wales
Introduction by John Thompson
Using this book

Part 1 – Overview

Philosophy
Key features of Community Planning Events
Benefits of Community Planning Events
Why Community Planning Events work
Community Planning Event process

Part 2 – Getting started

Taking the plunge
Organisation
Support bodies
Funding

Part 3 – Preparation

Managing
Motivating people
Team selection
Student support
Information gathering
Publicity
Venues
Fittings and services
Equipment and supplies
Computers and information technology

Part 4 – The event

Timetabling
Sample timetables for some event types
• Collaborative Design Workshop
• Community Planning Weekend
• Enquiry by Design
• Reinvigorate
• Stakeholder Participation Day
Briefing
Topic workshops
Opening plenary workshop
Design workshops
Design workshop variations
Plenary report backs
Team working
Report production
Sample reports
Public presentation

Part 5 – Follow-up

What next?
Evaluation

Part 6 – Appendices

Brief history
Publications and sources
Contacts
Early events listing
Case study snapshots
Glossary
Flowchart perspectives
Community Planning Event summary
Community Planning Event planner
Acknowledgements
Spreading good practice
Photo and illustration credits
Quotation credits