



# Charing Square Planning Proposal Communication and Engagement Plan

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Waverley Council

Application No: PP-1/2020

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## 1. Introduction

The Whitten family (the owners' of the Robin Hood Hotel) have engaged a consultancy team to prepare a Planning Proposal for the Robin Hood Hotel bottle shop and adjacent block (ref figure 1) located between Carrington and Bronte Roads, Charing Cross.

The Planning Proposal seeks to amend the Waverley Local Environmental Plan (LEP) 2012 to increase the height controls and Floor Space Ratio (FSR) for the site to enable a future redevelopment. The proposal is supported by a Master Plan that centres on a proposed infill redevelopment that can act as a catalyst for the renewal of the western quarter of Charing Cross village. The Master Plan envisages:

- a publicly accessible courtyard to be known as 'Charing Square' with active retail frontages, together with a new thru-site pedestrian laneway link between Carrington and Bronte Roads.
- 3 new buildings comprising a mix of ground floor retail/commercial uses, along with 29 residential apartments; and
- underground car parking for 31 cars.



Fig 1. The Charing Square site area covers 1,229 sqm of land and includes the Robin Hood Hotel bottle shop, along with 203 – 209 Bronte Road, and 94 Carrington Road, Charing Cross.

*Note: While not part of the Planning Proposal, a separate approval for internal works within the Robin Hood Hotel is still current - and will therefore be considered in the rollout of communication.*

## 2. Document purpose

This Communication and Engagement Plan has been prepared by KJA and is designed to facilitate two-way engagement with the community and other stakeholders to ensure a consistent framework for communication by the project team. It provides a summary of the primary community and stakeholder groups and their likely areas of interest and includes a range of tools and activities to assist in the delivery of relevant and timely information.

Note: The focus of activities outlined in this plan is targeted towards local businesses, residential neighbours, hotel patrons, Councillors and relevant community groups. It is anticipated that formal consultation with planning authorities such as Waverley Council and other Government agencies in relation to the technical aspects of the Planning Proposal will be undertaken by planning consultants and is therefore not included in this document.

### 2.1 Objectives

The key objectives of this plan are to:

- Inform the community and stakeholders about the proposal in a timely, accurate, and accessible manner.
- Provide clear and factual information about the proposal and the planning process.
- Proactively engage stakeholders and community members most likely to have an interest in the proposal.
- Ensure a coordinated and consistent approach to communication and engagement by all members of the project team.
- Demonstrate the proponent's commitment to engaging in two-way communication and engagement with adequate opportunities for feedback.

### 3. Community and stakeholder engagement

The 'Charing Square' project team recognise the high level of community interest the proposal will attract, and acknowledge the importance that Waverley Council places on open and genuine community and stakeholder engagement.

In addition to addressing the relevant technical and planning requirements, a dedicated program of communication and engagement will be undertaken with key community and stakeholder groups.

The following table outlines the key stakeholder groups, the areas that are likely to be of most interest and the proposed communication and engagement approach.

Stakeholder	Key areas of interest	Engagement approach
Waverley Council (Planning staff)	<ul style="list-style-type: none"> <li>Strategic merit of Planning Proposal and process for assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation by relevant consultants as required.</li> </ul>
Waverley Council (Elected Councillors)	<ul style="list-style-type: none"> <li>Planning process</li> <li>Interests of constituents.</li> <li>Possible impacts/community benefits and opportunity for involvement.</li> <li>Ensuring genuine opportunities for community input and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence about plans for the site, offer briefing and outline proposed consultation.</li> </ul>
State Member for Coogee B. Notley –Smith MP		
Federal Member for Wentworth Prime Minister M. Turnbull MP	<ul style="list-style-type: none"> <li>Interests of constituents and ensuring genuine opportunities for community input and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence about plans and proposed consultation.</li> </ul>
Eastern Suburbs Legions Club	<ul style="list-style-type: none"> <li>Impact of future development</li> <li>Planning process</li> <li>Size and scale</li> <li>Precedent for future development</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of engagement and meetings held over the last two years.</li> </ul>
Charing Cross Village - Precinct Committee	<ul style="list-style-type: none"> <li>Planning process.</li> <li>Size and scale of development including impact on amenity of Charing Cross village.</li> <li>Precedent for future developments.</li> <li>Disruption during construction.</li> <li>Additional demand for services.</li> <li>Community benefits and opportunity for involvement.</li> </ul>	<ul style="list-style-type: none"> <li>Briefing to Precinct Committee and ongoing liaison through attendance at Precinct meetings.</li> </ul>
Adjacent businesses (owners and tenants)	<ul style="list-style-type: none"> <li>Possible impacts and benefits on Charing Cross retail precinct,</li> <li>Impact on business operation during construction.</li> </ul>	<ul style="list-style-type: none"> <li>Face to face</li> <li>Correspondence about plans and briefings/updates as required.</li> </ul>

Stakeholder	Key areas of interest	Engagement approach
Robin Hood Hotel patrons	<ul style="list-style-type: none"> <li>Continued operation of pub.</li> <li>Impact of separate internal renovation.</li> </ul>	<ul style="list-style-type: none"> <li>Display and updates posted in Hotel.</li> <li>Ongoing liaison by Hotel staff.</li> </ul>
Neighbouring residents/businesses	<ul style="list-style-type: none"> <li>Size and scale of development including impact on amenity of Charing Cross village.</li> <li>Precedent for future developments</li> <li>Disruption during construction.</li> <li>Potential impact on privacy/shadowing for owners/tenants of adjacent residential properties.</li> <li>Potential impacts on local amenity (parking, traffic, transport).</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence about plans/letterbox drop invite to drop-in session.</li> <li>Targeted briefings as required.</li> <li>Host informal community drop-in session to provide overview of proposal and planning process.</li> </ul>

## 4. Tools and activities

The following tools and activities are being used during the initial planning phases and will continue through the planning process to ensure the community and stakeholders are informed, have access to information and can provide their feedback.

### 4.1 Engagement activities

- **Engagement/briefing(s) with Charing Cross Village Precinct Committee**  
Status: Informal engagement commenced, Precinct briefing on 13 June 2018, ongoing engagement as required.
- **Correspondence with Council and MP's**  
Status: Engagement commenced, follow up briefings as required.
- **One-on-one liaison with adjacent businesses**  
Status: Early engagement/briefings underway, ongoing liaison as required.
- **Liaison with Eastern Suburbs Legions Club**  
Status: Continuation of ongoing engagement and meetings over the last two years.
- **Informal communication with hotel patrons**  
Status: Proposed engagement scheduled for post lodgement and ongoing.  
Information to include overview of proposal and information about separate internal works for Robin Hood Hotel.
- **Community drop-in event**  
Status: Proposed engagement scheduled for post lodgement to provide opportunity for direct engagement between project team and the local community.

### 4.2 Communication tools

- **Letterbox drop(s)**  
Status: Scheduled for post lodgement and distributed to neighbours, local community/businesses - to include overview of proposal and invitation to community drop-in event. Ongoing updates with links to information/updates that are posted online.
- **Online communication ([www.charingsquare.com.au](http://www.charingsquare.com.au))**  
Status: Scheduled post lodgement – to include an overview of the project, links to relevant planning documents and additional “stay in touch” function to facilitate two-way communication channels.
- **Project Fact Sheet**  
Status: Scheduled for post lodgement – and available online to provide information to a broad range of people with an interest in the project.
- **Project display**  
Status: Scheduled for post lodgement – set up in the Robin Hood Hotel, with electronic version used for briefings and available online

## 5. Communication and engagement Action Plan

The following Action Plan provides a summary of activities for ongoing community and stakeholder engagement during planning process for Charing Square.

Activity	Details	*Timeframe
Pre-lodgement		
Communication to elected Councillor’s and MP’s	<ul style="list-style-type: none"><li>• Draft correspondence and offer briefing</li></ul>	Commenced and ongoing
Notification and informal engagement with representatives of Charing Cross Village Precinct Committee	<ul style="list-style-type: none"><li>• Preliminary engagement</li><li>• PowerPoint presentation with overview of proposal</li></ul>	
Individual meetings with key stakeholders	<ul style="list-style-type: none"><li>• Liaison with neighbouring property owners/businesses</li></ul>	
Lodgement of Planning Proposal		
Update and continue contact with key stakeholders	<ul style="list-style-type: none"><li>• Ongoing liaison/ briefings with local businesses</li></ul>	June – August 2018
Presentation to Charing Cross Village Precinct Committee	<ul style="list-style-type: none"><li>• PowerPoint presentation with overview of proposal and planning process</li><li>• Updates on status as required</li></ul>	
Online communication	<ul style="list-style-type: none"><li>• Charingsquare.com.au website and project email</li></ul>	
Letterbox drop	<ul style="list-style-type: none"><li>• Distribution of invitation to neighbouring residents to attend community drop in session</li></ul>	
Community drop-in event	<ul style="list-style-type: none"><li>• Host community drop-in event including display boards, project overview/ fact sheet</li></ul>	
Ongoing engagement as required		

*\* The rollout of activities in the above Action Plan will be subject to a range of factors, including formal consultation with relevant Government agencies and the timing for any further technical investigations. Activities in this plan will therefore be subject to ongoing review and revision.*





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