

# CHILHAM SQUARE

## Community Engagement Exercise

### Open Workshop – 7pm, Thursday 27 May, Chilham Castle Briefing Note

Thank you for registering for the open workshop. In order to prepare you for it and also ensure that it effectively informs subsequent workshops, we want to acquaint you with the workshop objective and agenda in advance.

#### Workshop Objective

As stated in the publicity material, the objective of the open workshop is to *clearly identify and rank community aspirations for the Square and its environs* which subsequent workshops, involving statutory stakeholders and community representatives, can develop into a set of practical and achievable design parameters associated with a single buildable scheme.

#### Aspirations and Design Parameters

In order to ensure that community aspirations are reflected in the final output of the engagement exercise, it is important that attendees appreciate what is meant by “design parameters” and how community aspirations relate to them.

Simply speaking, design parameters are design requirements in measurable form. They are the type of thing which, when given to a designer, generate a recognisable and distinct outcome; for example ...

issue	examples
space allocations and arrangements	<ul style="list-style-type: none"><li>• “approximately X<sup>m</sup> allocated to open-air public seating, split between the three marked locations”</li><li>• “uninterrupted site-line between church and castle and open views of building frontages”</li></ul>
parking provision by type, location and amount	<ul style="list-style-type: none"><li>• “a minimum of Y parking spaces for local resident and business use, two of which marked for disabled use only”</li></ul>
materials	<ul style="list-style-type: none"><li>• “flat herring-bone pattern paving or similar in the marked areas”</li><li>• “light resin-bound chipped-stone surfacing across entire Square”</li><li>• “traditional lamp-style lighting stands, with flower basket fittings”</li><li>• “wrought-iron brazier type lighting stands”</li></ul>
signing and lining	<ul style="list-style-type: none"><li>• “minimum signing and lining legally and practically possible, respecting Kent Highways’ standards”</li></ul>
special features	<ul style="list-style-type: none"><li>• “hewn-stone or rough concrete water trough”</li><li>• “fountain”</li><li>• “historic surface in-lay”</li></ul>

**Note:** No significance should be attached to the examples given other than the level of detail suggested.

It is extremely important to the subsequent scheme development workshops that the aspirations tabled and ranked at the open workshop are expressed in design parameter terms or can be easily translated into design parameters by others.

The extent to which we manage to do this will dictate the extent to which the resultant scheme can be assessed against community aspirations.

The table below shows the type of things for which community opinion will be sought and design parameters eventually developed.

parking	residential, business owner/staff, visitor, delivery, school drop-off/pick-up, bicycle, disabled, ...
movement	general vehicles, emergency vehicles, pedestrians, cyclists, ...
features and amenities	general (e.g. street furniture) and special (e.g. artwork)
atmosphere and appearance	sight lines and views, quality and type of materials, lighting, signage, ...
use	normal and special (e.g. filming, fairs and music festivals)

### Identification of Representatives for Scheme Development Workshops

Two or three scheme development workshops will follow the open workshop. Because it is not practical to involve every member of the community it is proposed that the community identify ten to fifteen representatives to participate on their behalf. We need to identify these representatives at the open workshop.

It is worth noting that draft design parameters and scheme concepts will be brought back to the community at the end of the scheme development exercise for review, thereby ensuring that the entire scheme development exercise is properly accountable to the community.

### Agenda

The agenda for the evening follows ...

1. INTRODUCTION
  - Introductions, "housekeeping" issues, ...
2. RECAP ON PROCESS
  - Broader history, current exercise, subsequent steps, ...
3. PROBLEMS & ISSUES
  - What the community doesn't like about the Square
4. GROUP EXERCISE
  - Identify aspirations and the design parameters that capture them
5. GROUP FEEDBACK
  - Tabling and synthesis of aspirations and design parameters
6. RANKING OF ASPIRATIONS
7. IDENTIFICATION OF REPRESENTATIVES
8. INFORMATION NEEDS & SOURCES
  - Identification of potential surveys
9. CASE STUDIES [if time available and also appropriate]
  - Examples of improvement schemes undertaken in other historic locations
10. CONCLUDING MATTERS AND MEETING CLOSURE
  - General (opportunity for additional comments)
  - Contact details for feedback and further input