



design
south-east

supporting a better
built environment

A framework for the development, management and facilitation of a PLACE Review and design workshop

Purpose of the work

The purpose of the work is to enable a group of stakeholders to work together to develop a set of shared principles that will guide the expansion of Faversham in the context of the Swale Borough Council Local Plan.

The proposed programme will consist of two days as follows:

- Day 1: Site visits followed by facilitated discussion – with DSE’s six facilitators and small group of stakeholders
- Day 2: Facilitated workshop - with DSE’s six facilitators and approximately 50 stakeholders

Scope of work

The scope of work is to:

1. Work with the district and town councils to develop a detailed brief for the two days and define the outputs precisely
2. Assemble the delivery team, selecting appropriate design panel members with the right type and depth of experience
3. Plan the site visits and the workshops in detail and then project manage all aspects of its delivery
4. Guide the site visits and facilitate a discussion session at the end of day one
5. Facilitate the day two workshop sessions
6. Document the workshop sessions
7. Produce a document to captures in words and diagrams the principles of growth developed by the stakeholders

Outcomes of the work

1. A greater understanding of what makes Faversham work in urban design terms
2. A shared understanding and agreement on how Faversham will grow
3. A clear, defined set of principles that have been developed by the workshop participants for the town and key sites

Our approach and our proposed programme for the two days

Day 1 will consist of visits to the town centre and housing sites, with council officers and DSE. This PLACE Review will enable the DSE team – including panel members - to understand the town, the specific housing sites and the wider physical and policy context of the borough. The day will end with a 2-hour workshop to enable a discussion of the planning policy context and identify the critical issues for development by the wider stakeholders group.

Day 2 will include a much wider stakeholder group, representing public, private and third sectors. The approach is to have a lead facilitator to lead the day, supported by additional facilitators assigned to smaller working groups.

The proposed programme for day two is as follows:

- Welcome and introductions
- Map the qualities of the town through a facilitated mapping session
- Presentation on the Local Plan
- An illustrated talk to highlight best examples of the growth of historic places
- Session on the mapping of future growth and presentations by each group
- Talk on the principles of good urban design
- Session on the development of growth principles, followed by presentations
- Debate on the draft principles
- Refining the principles in groups
- Collation of a single set of principles
- Presentation of the principles to a wider stakeholder group at a closing event

The workshops should take place in a town centre 'base'.

Participants in the day 2 workshops

- District and Town Council officers and members
- Developers and house builders
- Planning consultants and other agents
- Other private sector organisations based in and with an interest in Faversham
- Kent County Council

- Statutory bodies
- Other community representatives

Our team for the two days

The team will consist of DSE Director, Chris Lamb and DSE Design Advisor, Angela Koch plus members of the Swale Panel and wider DSE Panel to provide the following skills:

- Townscape and heritage
- Housing
- Urban design and place making
- Landscape and ecology

Resources schedule and price estimate

The cost of the two day programme will be £9,000 plus VAT and expenses.

The breakdown if the proposed fee is as follows:

Task	Rate	Duration	People	Fee
Briefing meeting, planning and project management	£500	4	1	£2,000
Site visits - day one	£500	1	6	£3,000
Facilitation - of the day two workshops	£500	1	6	£3,000
Communicating the outputs	£500	2	1	£1,000
Total				£9,000

Expenses will include travel and subsistence, but may at your discretion also include accommodation if you wish to have an informal evening with the facilitators at the end of day 1. Expenses also include rental of the venue, catering and materials but some or all of this may be available free of charge.