

EXAMPLE FROM ASHFORD BOROUGH COUNCIL

Design Workshop - Park and Ride site

22 February 2007 at Charter House

The agenda gives a clear format for the day setting out the aims, the issues and giving time for group discussions and feedback to determine a way forward.

TIME	SUBJECT/LEAD
9.45	Tea/ coffee and registration
10.00	Welcome –Leader of the Council <ul style="list-style-type: none">• Introduction and welcome to the day• Introduce developer/ABC team and SL
10.05	Introduction to the day – Outside Facilitator <ul style="list-style-type: none">• Overall aims = delivery of P&R• Rules for the day – see attached – emphasise Chatham House etc.(• Format and structure of the day – aims of workshops
10.15	Policy Overview – Head of Planning <ul style="list-style-type: none">• The wider picture – Ashford’s Growth• Current policy (ABLP) and what it means• Emerging policy (GADF/CS) – working with developers/principles of enabling development• Government support/funding - general
10.25	The Park and Ride project – Transport Manager <ul style="list-style-type: none">• Status of transport/parking strategies – consultation done so far• The Park and Ride proposal explained• Access and Warren Lane• Funding and delivery issues - specific
10.40	Introduction to the sites – Architects <ul style="list-style-type: none">• Brief history of proposals thus far• Constraints and opportunities – possible land uses and their implications• Relationship to surroundings – changing context of Fougères way etc.

10.55	Urban design Principles – Outside Facilitator <ul style="list-style-type: none"> • Key principles of design • Nature and quantum of development – site area, min.densities • Possible workshop themes
11.10	Questions and answers on presentations – post-it note exercise, break for coffee whilst workshop themes agreed
11.25	Workshop 1 - Issues and brief feedback – groups to self-select
1.00	Lunch
1.45	Workshop 2 - Solutions and brief feedback – we select groups.
3.00	Pulling it together – Outside Facilitator <ul style="list-style-type: none"> • Discussion on broad principles of design • Points of consensus/ difference
3.40	Next Steps – Urban Design Manager and Developer <ul style="list-style-type: none"> • What happens next/now • Thanks
3.45	Tea/ coffee and depart