

**Civic Quarter Regeneration Meeting (Teams)**  
**25 January 2022 – 09:00**

Attendees: Cllr Mark Butcher; Cllr Anne Crampton; Cllr David Neighbour; Cllr Richard Quartermann; Cllr James Radley (Chairman); Cllr Katie Davies; Daryl Phillips; Emma Foy; Amy Summers; Gabrielle Ellen; Joanne Rayne; Rebecca Borrett (Minutes)

Olivia Jackson                      HLM Architects  
 Cllr Bob Schofield                Fleet Town Council

Apologies:                      Elizabeth Weighell, Hampshire County Council

| 1 | Welcome from the Chairman  | ACTIONS             |
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|   | <p>The Chairman welcomed the attendees and explained HDC concerns on how to deliver this in terms of skill set, time, and resources. EF clarified the changing scope of the project means there is not the staff time or financial resources for officers to deliver. The group discussed the following issues:</p> <ul style="list-style-type: none"> <li>▪ Engagement Options:               <ul style="list-style-type: none"> <li>➤ Face to Face</li> <li>➤ Digital replication of physical engagement</li> <li>➤ Facebook Group</li> <li>➤ HDC Website</li> <li>➤ Other HDC social media channels</li> <li>➤ Feedback Forms</li> <li>➤ FAQ living document</li> <li>➤ TEAMS recordings</li> </ul> </li> <li>▪ Staff Resources</li> <li>▪ Use of Create Streets or equivalent</li> <li>▪ Expertise available from within Group</li> <li>▪ Timescales (both delivery and engagement)</li> <li>▪ Purdah Considerations (timescales and other political parties)</li> <li>▪ Any further finance would require a report to Cabinet to request from special reserves</li> </ul> <p><b>ACTION:</b></p> <p>The Chairman summarised the discussions as:</p> <p>A face-to-face manned consultation, spread over 3 days (weekend and mid-week), to ensure constructive conversations taking place as part of engagement.</p> | <p><b>GE/AS</b></p> |

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|   | <p>With the agreement with FTC to take place in the Harlington, using information boards, and providing feedback forms that can be safely deposited in the safe keeping of the Council.</p> <p>In parallel, and beyond, an electronic mechanism through the HDC website for people to review material and complete an engagement form, like those used for Planning consultations.</p> <p>A social media campaign cannot be maintained due to the workload.</p> <p>Will need to maintain a set of FAQs with answers to guide conversations and address any concerns. Collectively to contribute as a group.</p>   | <p><b>OJ</b></p> <p><b>AS</b></p> <p><b>ALL</b></p> |
| 2 | Engagement Plan   |   |
|   | The engagement plan was largely focused around completing pre-purdah so if the decision is to undertake post elections this will need amending  |   |
| 3 | Engagement Platform Review  |   |
|   | <p>Research was completed by OJ and AS and identified online platforms that could hold digital consultation boards. Snapdragon and Commonplace were used by neighbouring authorities.</p> <p>If face-to-face engagement is again being considered this option may no longer be required at this time. It may be a consideration at a later stage for detailed consultation and at this time microsites may be available via the revised HDC website.</p>  |   |
| 4 | Feedback Form   |   |
|   | <p>The group discussed the feedback form and discussions included:</p> <ul style="list-style-type: none"> <li>• Baseline questions where an answer can be almost predicted</li> <li>• How responses would help create a storyline to create next steps</li> <li>• Number of questions to be included</li> <li>• Keeping questions in context of the vision</li> <li>• Balanced questionnaire to encourage engagement</li> <li>• Asking people to rank and prioritise</li> <li>• Open ended questions for engagement</li> <li>• Clear instructions for completing form</li> </ul> <p>The group discussed 1-3 questions to be engagement based and an additional 2 questions relating to what hopes and concerns people have for the regeneration of the civic quarter.</p> |   |

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|   | <p><b>ACTION:</b></p> <p>Feedback to OJ other questions and ranking ideas would like included in feedback form</p>   | <b>ALL</b>                            |
| 5 | <p>AOB</p> <p>Information boards have been updated to reflect comments received from Fleet Town Council. The posters have been revised based on all feedback received in recent weeks and recirculated. BS advised he had not received the email sent to him yesterday. AC advised had also not received it. The Chairman confirmed all members of the group we included in the email distribution, and he resend if requested by any individual.</p> <p>Members who had seen the revised artwork commented on the very high standard these had been produced to.</p> <p>It was agreed feedback form questions to be debated at February meeting</p> <p><b>ACTION:</b></p> <p>Feedback on the revised posters to be sent to OJ this week</p> <p>The Chairman asked if officers could confirm if the requirements of the group are achievable before purdah or if it would have to happen later in the year. JR confirmed officers had discussed and it would not be. This is due to time and resources are not currently available to do this well. The group accepted this.</p> <p>It was agreed preparation can continue until then.</p> <p>KD asked if it was possible to provide communication to update the community of the future ambition of this, together with some timelines.</p> <p><b>ACTION:</b></p> <p>Current webpage to be updated with next steps which are going to engagement phase mid-May.</p> <p>The Chairman suggested if additional finances are required, an understanding of what that is as we move forwards, and if something may be needed for Cabinet or Executive Decision to be in the budget if necessary to carry to success. JR confirmed once assessment of resource, time and money had been done a paper would be brought. It is to late for the budget and would need to be a special request from reserves.</p> | <p><b>ALL</b></p> <p><b>AS/OJ</b></p> |

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|   | <p>OJ asked when the next meeting and feedback would be. The Chairman recommended one month today for the February meeting.</p> <p>AS asked if the Chairman would like the engagement plan reflective of today's conversation to be done for the next meeting. The Chairman confirmed he would.</p> <p>AS asked for clarification if the Teams live event was still being done as now looking to do more face-to-face. The Chairman identified key stakeholder engagement had not been discussed. AS clarified this would have been a more open forum run on two different evenings, where members of the public can attend and listen to a presentation that talk through work done and give context to the slides, before opening up for a managed Q&amp;A session. This would be recorded and put on HDC YouTube channel. There is a lot of work involved in this so if face-to-face engagement, can then produce several short, 60 second recordings, to give context to still provide digital engagement.</p> <p><b>ACTION:</b></p> <p>To be added to plan as an option</p> <p>DN echoed felt moving away from big live event for Teams, but pre-recorded highlights backed up with FAQ on website is needed.</p> | <p><b>RB</b></p> <p><b>AS</b></p> <p><b>AS</b></p> |
| 6 | Date of next meeting   |  |
|   | The next meeting will be held on Tuesday 22 <sup>nd</sup> February at 9am.   |  |
|   | Meeting ended at 10.30am   |  |