

Implementing the Rapid
Planning Toolkit in your city

01



**Writing a Charter for
Your Growing City**

Step 1B

The Charter Workshop

STEP 1

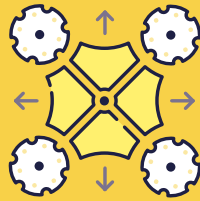
Writing a Charter for Growth



- 1A** Making the case for the 'Rapid Plan'
- 1B** The Charter workshop
- 1C** Consulting the public on the Charter

STEP 2

Creating a Plan for Growth



- 2A** Preliminary mapping
- 2B** Creating a Rapid Growth Plan
- 2C** Structuring the growth areas

STEP 3

Implementing the Plan



- 3A** Identifying landowners & occupants
- 3B** Finalising the plan
- 3C** Demarcating the plan on the ground

STEP 4

Building the Neighbourhoods



- 4A** Preparing for the workshops
- 4B** Neighbourhood workshop
- 4C** Concept designs workshop

STEP 1

Writing a Charter for Growth



Step 1 is a call to rapid action and will help you to foster collaboration amongst a range of stakeholders to create a critical guide for how you will accommodate expected population growth whilst improving the lives of residents.

At the end of Step 1 you will have a **Charter** that is shared and endorsed by the community, stakeholders and collaborators.

1A

Making the case for the Rapid Plan

- Gain an understanding of your city and its future growth,
- Establish and communicate the need for a Rapid Plan,
- Prepare an plan to implement the Rapid Planning Toolkit and allocate resources.

1B

WORKSHOP

Running the Charter Workshop

- Engage with stakeholders representing various communities, authorities and sectors,
- Create a draft Charter - a vision for how your City will adapt and grow.

1C

Consulting the public on the Charter

- Publicise the draft Charter,
- Review feedback on the Charter,
- Finalise the Charter which will serve as the reference point for stakeholders throughout the development process.

Step 1B

The Charter Workshop

Introduction & Aims

Step 1B details how you will conduct the Charter workshop, including preparation to be completed before the workshop, and what you will do on the workshop day(s). The aim of the workshop is to create a shared vision or 'Charter' for your growing city, with the participation of city stakeholders.

The Charter Workshop can take place across 1 or 2 days. In this workshop, you will bring together stakeholders to explain the need for a plan, the Toolkit process and initiate a discussion regarding what the Charter should be.

You will then progress to develop a draft of the Charter with the participation of these stakeholders. Step 1B in its entirety includes 2 activities and a total of 5 tasks. The output of Step 1B is a draft Charter.

Activity i

05... **Activity i: Prepare for the workshop**

06... Task 1: Workshop checklist

Activity ii

13... **Activity ii: Developing the draft Charter**

14... Task 1: Introduction to the Charter workshop

16... Task 2: Develop the draft Charter

19... Task 3: Explain next steps

20... Task 4: Share the draft Charter

Review

22... Review of Outputs

22... Looking Forward

Step 1 - Writing a Charter

1A Making the case for the Rapid Plan

i Project population growth & expansion

ii Understand the need for a 'Rapid Plan'

iii Identify stakeholders

1B The Charter Workshop

i Prepare for the workshop

ii Develop the draft Charter

1C Consulting the public on the Charter

i Collect feedback on the Charter



On completing Step 1, you will have created and agreed a Charter for growth.

1B The Charter Workshop

i Prepare for the workshop

1 Week Core Team Activity

- Task 1: Workshop checklist

ii Develop the draft Charter for your city

1 - 2 Days Workshop Activity

- Task 1: Introduction to the Charter workshop
- Task 2: Develop the draft Charter
- Task 3: Explain next steps
- Task 4: Share the draft Charter

1C

Consulting the public on the Charter

Step 1B

Activity i

Activity i

Prepare for the workshop

In advance of the Charter Workshop, you need to prepare information for participants about the implications of your city's growth, the importance of planning, and their role as stakeholders.

This activity includes preparation tasks to be completed before the workshop.

By completing this activity, you should be able to:

- Assemble relevant information to be communicated to the participants of the workshop
- Select and judge the best way to communicate with your audience
- Plan how to organise participants at the workshop and support them to contribute in a meaningful way.

Activity i will involve one task:

1. Workshop checklist.

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Step 1B - Activity i - Task 1

Workshop checklist

Complete the necessary preparations in the weeks before the Charter workshop, ensuring that you and your team are well prepared to lead your stakeholders through a participatory process to develop the Charter.

In the Charter Workshop, you should inform attendees on the process that you plan to undertake. Be prepared to recap why the Rapid Planning Toolkit is needed in your city and your plan to implement it, as you have already done so to key decision makers.

Stakeholders may not understand the implications (both positive and negative) of future growth in your city, or the importance of their participation in planning for growth.

For people to engage in the workshop process, volunteer information and positively contribute, they will need to understand:

- The rationale for engaging in forward planning
- Your objectives as city administrators
- The role they can play

You may need to explain to your attendees that this is a participatory process that involves collaboration, so that attendees understand why they have been invited to participate in this workshop and the importance of their contributions, as well as the value of planning for future scenarios.

Your approach to this should be tailored to your city's context, as standard practices of community involvement in city planning differ from place to place.

Task

1. Prepare an agenda for the Charter Workshop.

You can use the [Agenda Template](#) as an example of how the workshop might be structured, although you should adjust these timings as necessary.

We recommend that you share this agenda with participants ahead of the workshop so they know what to expect. Don't forget to factor in time to set up the venue before your attendees arrive.

2. Prepare an introductory presentation for the attendees at the start of the Charter Workshop. You should focus on why the Rapid Planning Toolkit approach is important, what it means for your city, and what the process will involve.

Use the [Workshop Presentation Template](#) to help guide you. It should include some of the following:

- Likely growth projections for your city (population and amount of land required),
- A powerful description of the possible impact of that growth (opportunities and threats of planned versus unplanned settlement) as it relates to the Sustainable Development Goals,
- A simple explanation of national, regional and local plans and legal frameworks to deal with the issue of the growing city,
- A simple explanation of the process and timeline for development of the plan,
- An outline of the stakeholder mapping – showing who, how and when people will be engaged.

Writing a Charter for Your Growing City

1B: The Charter Workshop

3. Identify facilitators to help run the workshop. Perhaps the most important item of preparation before you hold the workshop is identifying good facilitators who will be able to create a safe space for free-flowing discussion.

They will offer opinions whilst also keeping the workshop to a structured agenda, and making sure the workshop runs to time. During the workshop, participants will split up into tables or groups of up to 8 people. Each group will need at least one facilitator.

4. Think about the room set-up to enable maximum participation. See the [Room Layouts](#), which outlines various options for you to consider.

Reflection questions

How confident do you feel about your presentation? Refer back to the [Tips For a Good Presentation](#) for help preparing for the workshop.

Templates & Supporting Materials

[Agenda Template](#) (Word, 50KB)

[Workshop Presentation Template](#)
(Powerpoint, 5MB)

[Room layouts](#) (PDF 250KB)





Download this template

Visit www.rapidplanningtoolkit.org/resources

Agenda Template

Use this template to help you prepare an agenda for the Charter Workshop, making sure to adjust it to your particular requirements, local customs and the needs of your stakeholders.

[INSERT YOUR LOGO HERE]

The Rapid Planning Toolkit's

Charter Workshop Agenda

The Charter Workshop is part of the first step of The Rapid Planning Toolkit's participatory process to plan for future urban expansion in **your city**. The objective of this workshop is to create a shared vision, or 'Charter' for our city, that can be endorsed and supported by all communities and stakeholders. The Charter will be drafted during the workshop and will be shared with the public for comments.

Workshop Date: [insert date here]

Venue: [insert venue address here]

Add any details about access to the venue

Charter Workshop Part 1:

09:30 Attendees arrive and sign in at venue

10:00 About the Rapid Planning Toolkit in **your city**

- Welcome and introduction of the Toolkit team
- Introductory presentation
- Questions from attendees

Short Break

11:30 Group discussion

- Discussion in small groups on your needs, concerns and aspirations, led by a Toolkit team facilitator
- Feedback session from groups to all participants

Break for lunch

Charter Workshop Part 2:

14:00 Developing a draft Charter

- Group discussion to discuss requirements of the Charter, led by a Toolkit team facilitator
- Feedback session from groups to all participants

Short Break

15:00 Finalising the draft Charter

- Main points from each group are consolidated into a draft Charter

16:00 Next Steps

- Presentation of next steps
- Toolkit team close the workshop

Commented [A1]: You can use this agenda as a template, but make sure that you adapt it to suit your particular workshop requirements, local customs and the needs of your stakeholders

Commented [A2]: Provide a brief introduction to explain the purpose of the workshop, along with key details such as the date, venue and any other details that your workshop attendees need to know

Commented [A3]: Provide an outline of the programme with approximate timings.

Commented [A4]: Make sure to include sufficient time for breaks throughout the day, and ensure attendees will be able to access food and drinks, either provided at the workshop or from elsewhere.

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Room Layouts

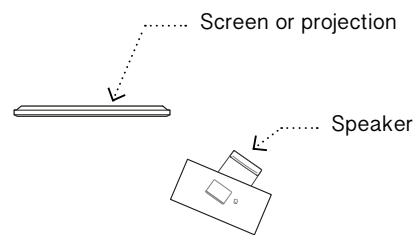
Download this document for suggestions of how you could set up the room for the Charter Workshop.

Workshop Room Layouts - Option A

This layout can be used in a room where a number of tables can be arranged forming small discussion groups.

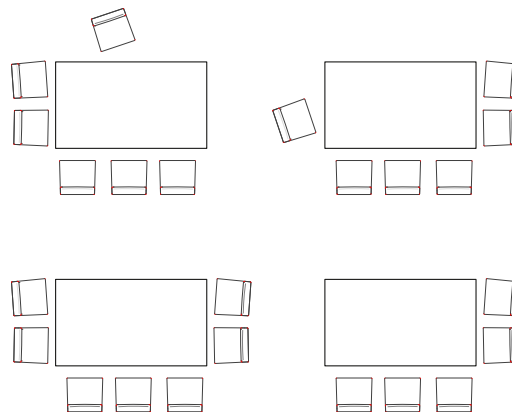
Equipment required:

- Chairs for all attendees
- A screen / projector
- Tables seating up to 8 people



Presentation & Feedback Format

The tables can remain in place for both presentations and feedback sessions, but participants may want to orientate their seats towards the speaker and presentation.

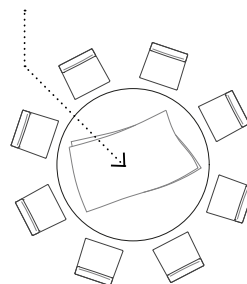


Audience may remain seated at tables but orientate themselves to view the speaker and presentation

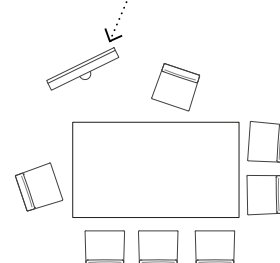
Discussion Format

Each table can form a discussion group of up to 8 people, if necessary using flip charts as well to take notes.

Reference materials, maps & documents



Flip charts can be used for note-taking



Up to 8 participants at each table



Download this template

Visit www.rapidplanningtoolkit.org/resources

Workshop Presentation Template

Download this powerpoint file to use as a template to create a presentation for the Charter workshop. Notes in red require the addition of data, information or images directly relevant to your city and proposed implementation process.



Charter Workshop Purpose & Aims

- Inform you about the Rapid Planning Toolkit
- Explain likely future scenarios for *our city*
- Understand your interests and concerns
- Develop a draft Charter that sets out a shared vision for *our city*

The Prince's Foundation's

Rapid Planning Toolkit

- A **step – by – step guide** to help cities plan for growth
- An **educational resource** to build capacity where resources are limited
- **Designed for implementation** with practical instructions and tasks
- Supports **collaboration across sectors and industries**
- Demonstrates benefits of **participatory planning** involving stakeholders and communities
- Available as a **free online resource**

The Rapid Planning Toolkit was created by The Prince's Foundation in collaboration with the Commonwealth Association of Planners, the Commonwealth Local Government Forum, the Commonwealth Association of Architects, New York University Marron Institute of Urban Management, University College of Estate Management, UN-Habitat and others.

Agenda

Part 1 – Date / time

- Presentation about the Rapid Planning Toolkit
 - What is Rapid Urbanisation and how do we address it?
 - Why does *our city* need a Rapid Plan?
 - How are you, city stakeholders and community members, involved in the process?
- Discussion in groups
 - Hearing from you about your thoughts
 - Feedback session

Part 2 – Date / time

- Presentation about the Charter
 - Activity in groups
 - Drafting the Charter
 - Feedback session
- Consolidating the draft Charter
- Outline next steps
- End of workshop

Participatory Planning

Workshops with community and city stakeholders

The Rapid Planning Toolkit process includes diverse stakeholder participation at each stage of the process.

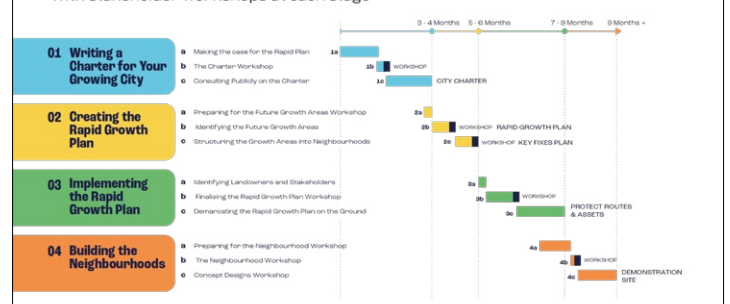
Community and city stakeholders will be invited to attend workshop to provide information and consultation on the plan, including members of:

- National, regional & local government
- Built environment professionals: architects, planners, surveyors, engineers
- Civil society
- Diverse citizen representatives for women, youth, minority & disadvantaged groups
- Land-owners & paramount chiefs
- Community members in the identified growth areas
- Educational institutions
- Private sector

Charter Workshop Part 1 About the Rapid Planning Toolkit

Create & Implement a Rapid Plan in 6 - 9 months

With stakeholder workshops at each stage





Download this template

Visit www.rapidplanningtoolkit.org/resources

How could The Rapid Planning Toolkit help your city plan for growth?

Charter Workshop Part 2 Writing a Charter

How a plan for growth can help *Your City*

- Add a summary from outcomes of Activity ii Task 1 'Assess the need for a plan'



STEP 1 Writing a Charter

Step 1 is a call to rapid action and will help you to foster collaboration amongst a range of stakeholders to create a critical guide for how you will accommodate expected population growth whilst improving the lives of residents.

At the end of Step 1 you will have a **City Growth Charter** that is shared and endorsed by the community, stakeholders and collaborators.

The Charter Workshop Writing the City Growth Charter

- The Charter will be a vision for the future of the city, developed and endorsed by the community.
- It will be used as a reference point to guide future planning decisions.
- A draft Charter will be produced as part of this workshop, with the input of all stakeholders attending.
- The draft Charter will be shared publicly for comments and responses from wider community members.
- The Toolkit team will consider any comments received and produce a final Charter.
- All present at this workshop will be invited to sign the Charter as a record of their endorsement and commitment.

Group Discussion

The Charter Workshop Writing the City Growth Charter

In groups of 6-8 people, consider the following questions and write down your answers:

- **The Situation:** Why a vision is important for your city?
 - The city is expected to grow in population by... this means...
 - We need to make sure that... is protected / improved / prevented
- **The Problem:** What are the risks of not planning for rapid growth?
 - Poorly planned development is causing...
- **The People:** Who needs to be involved in planning for a growing city?
 - The key stakeholders involved are...
- **The Solution:** How can the problem be addressed?
 - Protect ... and connect ...
- **The Commitment:** When does this need to take place?
 - In 2 years we will have ...
 - In 5 years we will have ...

Group Discussion

Discuss the following questions in groups of roughly 6 – 8 people. Take notes and be prepared to feedback to everyone after 1 hour.

- What are the strengths and assets of your city?
- What elements and characteristics of the city should be protected and preserved for future generations?
- What changes do you see taking place around you?
- What will be the impact of those changes in 10 years?
- What are the greatest needs for your community and the people around you?

Group Feedback

Each group selects a representative to feedback to the workshop participants. Each group representative should be given 5 – 10 minutes to present their groups Charter.



Step 1 - Writing a Charter

1A Making the case for the Rapid Plan

i Project population growth & expansion

ii Understand the need for a 'Rapid Plan'

iii Identify stakeholders

1B The Charter Workshop

i Prepare for the workshop

ii Develop the draft Charter

1C Consulting the public on the Charter

i Collect feedback on the Charter



On completing Step 1, you will have created and agreed a Charter for growth.

1B The Charter Workshop

i Prepare for the workshop

ii Develop the draft Charter for your city

1 - 2 Days Workshop Activity

- Task 1: Introduction to the Charter workshop
- Task 2: Develop the draft Charter
- Task 3: Explain next steps
- Task 4: Share the draft Charter

1C

Consulting the public on the Charter

Step 1B

Activity ii

Activity ii

Developing the draft Charter

This activity guides on how to complete Charter workshop with the participation of invited stakeholders, resulting in the development of the Charter.

The Charter is a series of statements that set out the challenges ahead and the way the city plans to respond. This Charter will be drafted in the workshop, then finalised following a period of consultation with wider stakeholders and the public, which is set out in Step 1C.

In completing this activity, you should be able to:

- Manage input of different groups and individuals for the charter;
- Question and weigh varied and/or conflicting arguments;
- Construct a coherent draft of the charter.

Activity ii will involve four tasks:

1. Introduction to the Charter workshop
2. Develop the draft Charter
3. Explain next steps
4. Share the draft Charter

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Step 1B - Activity ii - Task 1

Introduction to the Charter workshop

This task details the first part of the Charter Workshop, which will introduce the participants to the Rapid Planning Toolkit, and begin to explore relevant issues and topics from the perspective of the stakeholders.



The workshop should begin by welcoming the attendees and introducing key team members and facilitators. It will be easier to keep the workshop on topic throughout the day if you adhere to the prepared agenda from Task 1.

Task

1. Deliver your prepared presentation from Task 1, which provides an overview of the application of the Rapid Planning Toolkit in your city, and outlines the structure and objectives of the workshop.

2. Facilitate discussions in small groups.

Participants should split into small groups to discuss their community needs, concerns and aspirations, led by a Toolkit team facilitator.

You may need to rearrange the room to do this, so that participants are seated in small clusters around a table or flipchart. The facilitator should ensure that every participant in the group has a turn to offer their thoughts.

Writing a Charter for Your Growing City

1B: The Charter Workshop

The following series of prompt questions can be used to aid the discussion section of the workshop, which seek to engage all attendees in identifying:

- What are the strengths and assets of your city?
- What elements and characteristics of the city should be protected and preserved for future generations?
- What changes do you see taking place around you?
- What will be the impact of those changes in 10 years?
- What are the greatest needs for your community and the people around you?

The discussion will feed into the Draft Charter, so it is advisable to record stakeholders' responses to compile and categorise key issues.

Following the group discussion, you can continue to part 2 of the workshop, where you will develop the draft Charter.

Reflection questions

- How will you and your workshop facilitators keep the workshop on topic?
- How will you ensure that all participants have a chance to share their views?
- How will you ensure that the key issues are representative of the stakeholder discussions?

3. Feedback to all participants

Once all stakeholders have contributed to the group discussion, return your seating layout to the presentation format.

One person from each group should be chosen to provide feedback to all participants. Each group's speaker should be given 5 – 10 minutes to talk about the main points of their discussion.

4. Consolidate key points

To end part 1 of the Charter Workshop, the workshop leader should take note of all key points raised in the feedback session, and recap back to the participants for confirmation.

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Step 1B - Activity ii - Task 2

Develop the draft Charter

This task details the second part of the Charter Workshop, in which workshop participants will develop a draft Charter. The Charter is essentially a series of statements that set out the challenges ahead and express how the city plans to respond to these challenges. The Charter will be a vision for the future of the city, developed and endorsed by the community. It will be used as a reference point to guide future planning decisions.

A draft Charter will be produced as part of this workshop, with the input of all stakeholders attending. It will then be shared publicly for comments and responses from wider community members.

The Toolkit team will consider any comments received and produce a final Charter. All present at this workshop will be invited to sign the Charter as a record of their endorsement and commitment.

Task

1. Introduce Part 2 of the Charter Workshop to your participants. You can return to the presentation produced in Activity i, and if needed provide a recap of the outcomes of Part 1.

Outline the purpose of the Charter, and the process that you will be undertaking to develop a draft.

2. Split up into groups of 6-8 participants. Each group will prepare a draft Charter of their own. A workshop facilitator and/or a nominated person in each group should lead the discussion and take notes.

You can use the [Charter Template](#) we have provided to help you structure the key points. You are encouraged to include the following sections in the charter:

The Situation / Introduction: Why is a vision important for your city?

- *E.g. The city is expected to grow in population by... this means...*
- *We need to make sure that... is protected / improved / prevented*

The Problem: What are the risks of not planning for rapid growth?

- *Poorly planned development is causing...*

The People: Who needs to be involved in planning for a growing city?

- *The key stakeholders involved are...*

The Solution: How can the problem be addressed?

- *Protect ...*
- *Connect and develop ...*

The Commitment: When does this need to take place?

- *In 2 years we will have ...*
- *In 5 years we will have ...*

Writing a Charter for Your Growing City

1B: The Charter Workshop

3. Feedback to all participants

Once a Charter has been drafted by each group, the group leader should present it to everyone for discussion.

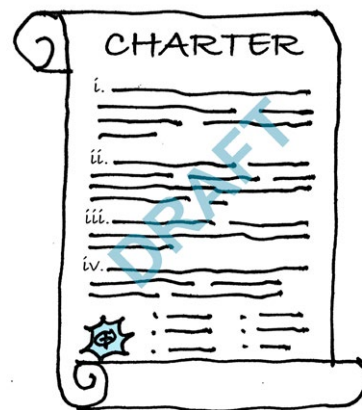
4. Consolidate into an agreed draft Charter

The workshop leader should bring together the results of the group activity into one consolidated output that includes the core elements of each group's responses, resulting in a draft Charter.

Once a final draft Charter has been created, the facilitator should present it to participants to ensure that they feel it is representative of what they consider to be the key issues.

There may be conflicting views that you will need to manage. If a consensus cannot be agreed in this workshop, it may be that further consultations with different groups are needed to refine the key points before the draft Charter is ready to share.

Remember, the output of this task should be a draft of your Charter which is ready to promote and share with the wider community. Therefore, the draft Charter should set out a vision that you believe will gain support and endorsement from wider community and city stakeholders.



Reflection questions

- How will you ensure that the workshop is engaging and that all participants feel able to input?
- How will you ensure that the view of all participants have been taken on board?
- How will you manage any potential conflict in the workshop?

Templates & Supporting Materials

[Charter Template \(Word 50KB\)](#)



Download this template

Visit www.rapidplanningtoolkit.org/resources

Charter Template

Download this document as a template for your workshop participants to structure their draft Charter.

Template Charter

The Charter for a Rapidly Growing City

INTRODUCTION 'WHY': Name of city is projected to grow from X to X people in the next 20 years. This represents a X of its population. Rapid growth across the city is already manifesting in X and X. Unless name of city can manage the predicted growth well, ... A collective effort is required to ensure this does not happen. If the city can ... through sympathetic spatial planning, then the city will be able to grow in a managed way. This charter outlines the vision for name of city and the commitments that will be made to implement this vision.

THE PROBLEM 'WHAT': Poorly managed rapid growth is causing a multitude of problems.

-
-
-
-
-

THE PEOPLE 'WHO': In order to manage rapid growth, the city will need to map and reserve

- i) rights of way for roads
- ii) land for community assets (schools, markets, health centres)

To do this, all stakeholders must be involved. In name of city this includes ...

THE SOLUTION 'HOW':

In order to protect our wetlands and connect our communities there are three simple steps.

- 1) **Mapping:** By mapping primary and feeder roads, new connecting routes can be identified. By mapping the natural assets, land to be protected can be identified. By mapping existing community assets, locations for further assets can be identified.
- 2) **Coordinating:** By working with landowners and relevant stakeholders, protected roads and areas can be agreed.
- 3) **Implementing:** By identifying priority neighbourhoods, plans can be implemented at a manageable scale. By marking out routes, protected areas and sites for community assets using stakes and trees, rapid growth will be managed neighbourhood by neighbourhood.

THE COMMITMENT 'WHEN':

We commit to achieving this together.

In 1 year, we will have structured and demarcated X neighbourhoods.

In 3 years, we will have structured and demarcated X neighbourhoods.

In 5 years, we will have structured and demarcated X neighbourhoods.

Signatures:

.....

.....

.....

.....

Commented [A1]: 'Name of your city' here

Commented [A2]: Outline population growth for next 20-30 years

Commented [A3]: List the problems of unmanaged population growth

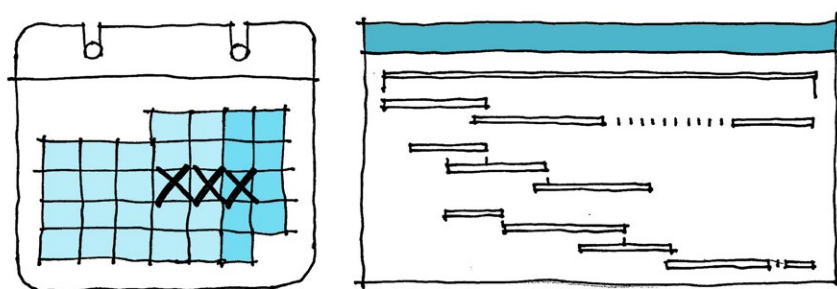
Commented [A4]: E.g.: the community (including youth, women, disabled and the elderly), land owners, the city council, the district council, central and national government etc.

Commented [A5]: You could refine this to your context: e.g. wetlands, mangroves, mountains etc.

Step 1B - Activity ii - Task 3

Explain next steps

Now that you have created a draft Charter, you should ensure the participants at the workshop understand the next steps and how they can continue to engage with the process.



Task

1. Communicate next steps.

Prior to formally closing the Charter Workshop, the facilitator should ensure that participants understand the next steps and how they can continue to be involved as the process unfolds.

The participants should be encouraged to:

- Spread the word and encourage feedback on the draft Charter.
- Look out for email updates and follow-up meetings to review and sign the final Charter after public consultation.
- Register their interest in receiving future updates of the Toolkit process.

You could also share details on the next stage of consulting the public on the Charter (see [Step 1C](#) for more details on what this entails).

2. Request feedback and reflect on the Workshop process.

Seeking feedback on the session from participants is important as it can help to improve and strengthen future workshops and the effectiveness of stakeholder involvement.

You should also ensure that the core team and the facilitators stay at the end of the workshop to consolidate, reflect and feedback on the Workshop and outcomes.

The facilitator can ask participants how they would like to give feedback (i.e verbal or written). An additional 10 - 15 minutes can be allocated for such feedback, which can be based on the following prompt questions:

- Do participants feel they understood the process and why it is relevant?
- Do they feel that their views were valued and are part of the outcomes?
- Do they understand their roles and responsibilities moving forward?

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Step 1B - Activity ii - Task 4

Share the draft Charter

You may find that the draft Charter created in the workshops needs some refining before sharing with wider stakeholders. With your core team, you will finalise the draft Charter so that it is ready for public consultation.

Task

1. Make any necessary updates to the draft Charter. Ensure that the Charter is clear and articulate in the vision that it sets out for the city, providing any necessary explanations or supporting information. Consider whether it captures the key concerns raised by your stakeholders in the workshop, and explains how a plan for growth can help to address these.

If any updates are made, report back to those who attended the workshop, explaining the reasons for any major omissions or additions.

2. Invite the key stakeholders to a follow-up meeting, where you can share with them the progress made, the feedback from the wider community (which we discuss further in Step 1C) and how their concerns and issues raised in the Charter workshop have been considered and incorporated.

This should be scheduled for after the deadline for feedback from the wider community, so you can have a final version of the Charter to present to your key stakeholders for their review, agreement and signatures. Use the [Email Template](#) provided to help you with the email you need to send.

Reflection questions

- How easy was it to incorporate the views of all stakeholders at the workshop into a single draft Charter?
- How do you anticipate the draft Charter will be received by members of the public?
- Is there anything that can be added or amended that would help garner public support?
- How confident are you that all those who attended the workshop are aware of and in agreement with any changes made after the workshop?

Templates & Supporting Materials

[Email Template \(Word 150KB\)](#)



Download this template

Visit www.rapidplanningtoolkit.org/resources

Email Template

You can use this template to draft an email to the Charter workshop participants. We recommend that you personalise the content to make it more specific to your city and using your own words.

[INSERT YOUR LOGO HERE]

[insert address here]

[insert date here]

Thank you for participating in the Rapid Planning Toolkit's **Charter Workshop**

Commented [A1]: You can use this letter as a template, but we would recommend that you personalise the content to make it more specific to your stakeholders, using your own words.

Dear [insert name here],

Commented [A2]: Express thanks for their participation and reiterate the importance of their contribution.

Thank you for attending the Charter Workshop and participating in the first stage of the Rapid Planning Toolkit process. The contribution of all our stakeholder representatives is necessary to develop the shared vision that our community and city stakeholders can support. We hope that the draft Charter produced in the Charter Workshop meets this objective.

You will find enclosed a copy of the draft City Growth Charter, which will be distributed for public review and consultation. Following the Charter Workshop, some key amendments have been made that include:

Commented [A3]: Share the draft Charter and explain any changes you have made since the Workshop

- *Highlight and explain any amendments made after the workshop*

Please share any further comments with us by [insert date here], after which we will review the feedback and make any further amendments.

We invite all the participants of the Charter workshop to come together again to review and sign the final Charter. Please confirm your availability on [insert date, or selection of dates, here] if you wish to attend this meeting.

Commented [A4]: Arrange a follow up meeting after the public consultation period to sign the final charter

We once again thank you for sharing your time and experience in this ongoing process.

Sincerely,

[insert signature]

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Step 1B

Review

Step 1B

Review of Outputs

This concludes Step 1B: Running the Charter Workshop. By completing Step 1B you will have:

- Held the Charter Workshop with a diverse group of city and community stakeholders,
- Drafted the Charter ready for community consultation.

Charter

Looking Forward

In the next Step, 1C: Consulting the public on the Charter, you will share the draft Charter with the wider community for their input.

You will incorporate feedback where possible and finalise the Charter for signature. Move on to Step 1C to finalise the Charter.

Step 1 - Writing a Charter

1A Making the case for the Rapid Plan

i Project population Growth & expansion

ii Understand the need for a 'Rapid Plan'

iii Identify stakeholders

1B The Charter Workshop

i Prepare for the workshop

ii Develop the draft Charter for your city

1C Consulting the public on the Charter

i Collect feedback on the draft Charter



On completing Step 1, you will have created and agreed a Charter for growth.

1C

Consulting the public on the Charter

i

Collect feedback on the Charter

6 - 9 Weeks Core Team Activity

- Task 1: Promote the draft Charter and consult with wider stakeholders
- Task 2: Incorporate feedback into final version of the Charter
- Task 3: Sign off final version of the Charter



Completion of Step 1

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