



**VOICE
OPPORTUNITY
POWER**

YOUTH ENGAGEMENT TOOLKIT

**Session 5 – You said we did.
Activity Pack**

LOCATION



Community Centre
or Youth Club

LENGTH OF TIME



2 hours + extra time
for the exhibition

ATTENDEES



Young people
Youth worker/s
Facilitator or assistant
Design team
Council or developer
Friends and family
Key people such as the
Mayor or Chief Executive

AIMS

- Design team demonstrate how they have acted on what the young people have told them
- Young people feel genuinely empowered to challenge or endorse the proposals
- Young people and design team make a collective decision about the 'meanwhile project'
- Celebrate the achievements of the project

OUTPUTS

- Completed feedback sheet
- Possible statement of support for the proposals
- 10 criteria for the meanwhile project (to be developed into a brief)
- Completed online survey

ACTIVITIES

- Reapplying the manifesto
- Progressing the meanwhile project
- Exhibition

RESOURCES



Laptop



Projector or
screen



WiFi



Design team
presentation



Printed
visuals of the
proposals



Feedback
sheet



Meanwhile
activity
presentation



Collages from
Session 4



Tape or blue
tac



Flipchart



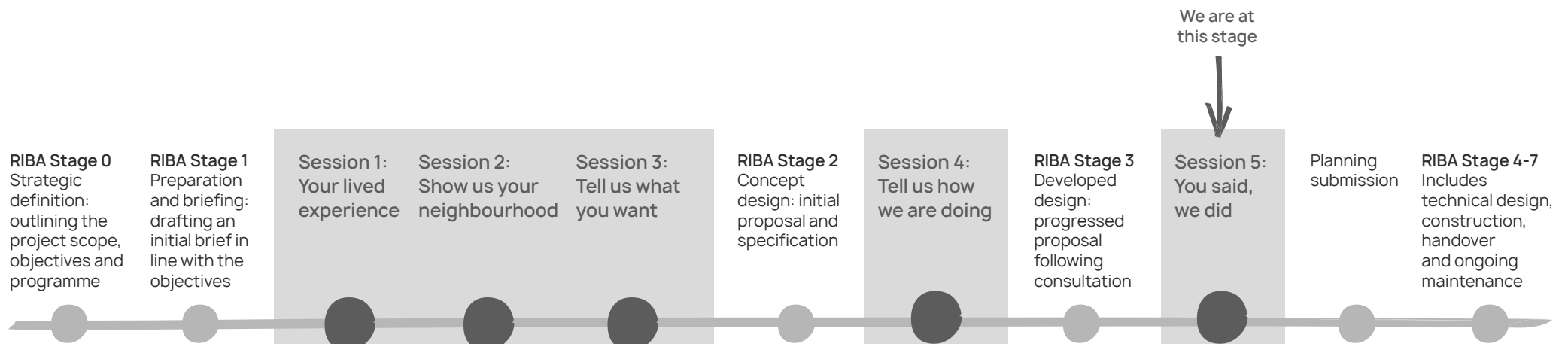
Online survey



Certificates



Refreshments
for the exhibition



SESSION OVERVIEW

This is the fifth and final session. It should be carried out during RIBA stage 3, before a planning submission. It is the climax of the whole project - an exciting moment where everything comes together, and all the young people are genuinely empowered to challenge or endorse the work of the professional design and development team.

It may have been several months since the beginning of the project, but the group should be intact and able to see that their work has been important and influential. They should also be actively involved in some short-term physical change to this area through the meanwhile activity. That will help build trust and capacity that can stretch way beyond these first design stages of the project.


In addition, you may have found that the first four sessions allowed you to develop other activities with young people alongside the engagement, such as apprenticeships and work placements. So this fifth session can feel like a launchpad, not the end of the journey.

It is also an opportunity to showcase the work and for the young people to invite family and friends along to share in their success. Invite along the Mayor, local councillors or

chief executive, challenge their assumptions, thank the participants and encourage support for more involvement of this and other groups of young people in all sorts of discussions about making and managing places in the borough.

In preparation, print the following and pin up at the venue:

- Large format copies of the best photographs that were taken by the young people
- The manifesto
- An introduction and background to the project
- A board with quotes from the young people
- Some blank boards with pens so that people can add their own thoughts



We want to know
what you think of
the toolkit.

Tell us here!

What you'll need:



10 minutes



1 group

INTRODUCTION

Use the following text and adapt it how you like.

Welcome to the fifth and final session of this project. Today's session will last two hours and we're going to do three things. First, we will look at the designs again with the development team and test whether it delivers on our manifesto. Second, we are going to keep working on the meanwhile project and develop your ideas and plans for that. Third, we're going to end with an exhibition to friends and family and some representatives from the Council.

Before we start, I'm going to take a moment to recap on all the hard work we have carried out together. We have focused on what it's like to live in your area - what we call your lived experience. We've said before that you are the experts and the professionals (the designers and developers) need to hear what you have to say if they're going to get it right. We've looked a lot at the streets and open spaces, what we call the public realm, because these are the places that can be the most important for young people.

We've helped you develop new skills that allow you to analyse space, so that we can better understand how these places are working. We've looked at maps and we've gone out on walking tours, starting with your neighbourhood and then looking at a new one.

And finally, we've used all your knowledge and skills to create a manifesto for the project. We've given this to the development team, and they have been using it to help them design a place that works for young people, young adults and other age groups too.

In this session we'll go back to the manifesto and look at the specific proposals for some of the spaces as well as the overall public realm and test whether everything meets your manifesto.

As we look at each space, we'll ask you for ideas and improvements: things you might like to see or changes you think could make this even better. And we'll put these to the development team here and now.

What you'll need:



20 minutes



1 group



Screen



Design team presentation

PRESENTING THE DESIGN PROPOSALS

The design team will need to prepare a refreshed 15-minute presentation that shows clearly how the scheme has developed in general and exactly how and where changes were made following feedback at the last session. It should be relatively simple and focus mostly on the public realm. Avoid trying to explain too much and don't get lost in technical jargon. The structure might be:

Allow for a short Q and A session. Make sure everyone is clear about the presentation and are ready to start analysing the proposals.

- * Begin with the manifesto (play back the main themes) - 3 minutes
- * Overview of the site plan, open spaces and movement - 5 minutes
- * Focus on four to five spaces with clear visual and related excerpts from the site plan - 2 minutes per space
- * End with a clear site plan on the screen



What you'll need:



30 minutes



1 group



Feedback sheet



4/5 sheets with a plan and visual for each space

ACTIVITY 1: REAPPLYING THE MANIFESTO

Once the design team has given their presentation, hand out the worksheets. These should include:

- The feedback sheet. This is a grid with a sad, neutral and smiley face for each manifesto point for the four or five spaces, as well as the overall masterplan. The sheet has room for comments on each of the spaces.
- Four or five sheets with a plan and corresponding visual for each of the four or five spaces.

Begin by explaining the task. Each person is expected to complete the feedback sheet by ticking or circling one of the faces for each of the spaces and each of the manifesto points. Explain that we will be working together through each of the spaces and that there will be time to ask more questions and add more detail. There is 30 minutes for this activity, which means you should aim to spend around five minutes talking about each space, with five minutes to talk about the scheme overall at the end.

As well as the completed feedback sheets, it is important to note down the discussion and the thoughts and opinions of the young people as they talk about each space. You can either record this session, or make sure that there are one or two people taking notes.

Begin by talking about the first space and make sure everybody knows where it is. It is a good idea for you to ask a question or two about this space and encourage the young people to do the same. Once they are clear about what they are looking at, run through each of the manifesto points and ask them to tick or circle which face they think it has achieved.

Once they have circled the face, ask them to write down what they like about the space and whether there is anything they would like to change. Make sure each of the young people has an opportunity to give some feedback. Ask questions like:

- *Has anyone given this space a sad or smiley face? Can you tell us why?*
- *Tell us what you think about this space - is there anything you would like to change?*

The design team will be able to answer queries and respond to questions about the space and why they have designed it the way they have. Encourage suggestions about any practical changes they might like to make, what they might like to see in that space, and use a 'Yes, no, maybe' format for the development team's response:

- *Yes: Yes! we can make that change right now.*
- *No: No, we probably won't be able to do that (explain why)*
- *Maybe: That's a good idea but we need to involve other people in the decision*

Move on to the next space, until you have looked at all the spaces. If you run short of time, make sure you have covered at least three spaces and the overall scheme before you finish and move on to the next activity.

What you'll need:



65 minutes
(+ 10-minute
break)



Start as 1
group before
splitting into
groups of 4-6



Presentation
& images of
meanwhile activity



Session 4
collages



Flip chart



Tape or
blue tac

ACTIVITY 2: PROGRESSING THE MEANWHILE PROJECT

Since Session 4, the ideas and collages will have been developed further into visualisations of some of the key ideas for a meanwhile activity. This will either have been done by the design team or - in the case of a more ambitious project - by the young people with another specialist organisation, using a series of model-making workshops at various scales.

The intention of this activity is for these ideas to be shared between the young people and the design team and for a discussion to take place that allows for collective agreement about the preferred idea.

As in Session 4, it is very important to make sure that the ambition of the meanwhile space or activity is managed so that the site, scale and funding for the project are realistic and proportionate. Expectations have to be managed or else there is a risk of doing more harm than good.

Introduction

Use the following text and adapt it how you would like. If time is limited, reduce the number of spaces from four to three.

Since our last session, the design team have been developing the collage concepts into a number of potential meanwhile uses that we want to discuss today. Let's see how these current ideas are developing.

Design team/young people present their models or visualisation.

Now let's have an open discussion about the pros and cons and logistical challenges of each of these ideas. We are going to do this in smaller groups. Please nominate one person to be 'the scribe', the person taking notes. One of the design team will lead you through a discussion.

Depending how many young people and how many of the design team are present, you could divide the group into smaller teams of 4-5 young people working with one design professional to discuss

the proposals in more detail. Encourage an open conversation in each group with the design team representative facilitating the discussion and taking young people through the technical and regulatory challenges for each idea. Record their responses in shared written notes. After 10 minutes, ask the groups to come back into one larger group and one representative from each group to feedback.

Let's come back into the main group. Can I ask one person from each group to represent the key discussion points from your group?

One young person from each group presents their ideas.

Now we all understand the ambition and constraints, let's see if there is a clear preference for one of the options.

We are going to do a vote for our favourite idea.

ACTIVITY 2: PROGRESSING THE MEANWHILE PROJECT

If you think there are big personalities in the group and that some people will be swayed by them, you could do a blind vote where all the young people have to close their eyes as you call out the different options. You could ask the design team to join in too to get a comparison and encourage everyone to feel involved.

Assuming there is consensus - or if one can be encouraged through shared discussion - the final step is to consolidate 10 key criteria for the chosen meanwhile use and list them as the basis of a brief.

Now that we have a clear preference, let's draw out the most important criteria and produce a brief for this project. That means we need a list of 10 things the space must do or deliver.

Display the chosen idea clearly in the centre so that everyone can reference it. Divide the group into smaller groups again. Try to encourage the young people to work with new teammates. Give each group a piece of flip chart paper and pens so they can note down a set of up to 10 key points.

After 10 minutes ask the group to come back together and pin up their list with masking tape. Ask for volunteers to call out the things that are most important for this project to deliver and draw a big circle around these. Aim for a total of five that everyone agrees with.

Thank you for sharing your brilliant ideas with us over the last few sessions. We will now take these forward and keep you updated.

If there is any opportunity for the young people to get involved in the development and creation of the meanwhile space, let them know the details.



ACTIVITY 3: EXHIBITION

This brings you to the end of the whole programme. It's a chance to explain to the group what they have achieved, to thank them and celebrate with their guests.

This is the end of our work together and before we invite everyone in, we want to hear what you thought about the project.

First of all, let's take a moment to look at what this project set out to achieve.

You should include these statements in the introductory exhibition board.

- *To work closely with you over 5 sessions and listen to what you have to say*
- *For you to show us your local area and tell us your experience of what it is like to live here*
- *For us to better understand the spaces where you live and what you think about them*

- *For you to create a manifesto about how you want the spaces and places in [project location] to work for you*
- *For the design team to take your manifesto on board, and where make changes to the proposals where possible if you think they are needed*
- *And ultimately, for you to agree that the final proposals have met your manifesto*

You started early in the process and you were able to show the design team what your area looked like. That made them think about the spaces and places and how they worked for you and other young people. They listened to what you said and made sure that the manifesto that you wrote was part of the design.

The manifesto sets out how you feel the new neighbourhood should work for all young people, not just yourselves. It contains important ideas that will now be physically captured in the designs. That is a big deal! This development will be different and better because of your involvement.

Use excerpts from the manifesto and the designs to illustrate this.

The completed feedback forms and comments are an endorsement from you that the project has been able to meet the manifesto that you created.

Note the elements that were not perfect and say why.

Not only has the manifesto been helpful for the designers, it's an important document for local politicians and for the builders, so that they know how to create the place that you have asked for.

ACTIVITY 3: EXHIBITION

We want to finish today by giving everyone a chance to reflect on all the sessions because it's useful to learn what worked and what didn't work. To do that, I'm going to ask everyone to tell me one good thing and one bad thing about these sessions. This will help us learn for future projects.

You might want to use an online survey for this or take note of what they say. Try and encourage everyone to contribute. They may want to say more, and you should note down all these reflections.

Finish off by thanking everyone once again and invite family and friends into the space.

You may want to prepare a speech or allow the young people to introduce the project. You may also want to include a certificate of achievement or hand out a printed copy of the best photographs, either a group photograph or a copy of their own favourite image.





SESSION PLAN / TIMINGS:

Enter timings here:	Time	Activity
	5 mins	Welcome and introductions
	5 mins	Talk through the session
	20 mins	Design team presentation and Q&A
	30 mins	Reapplying the manifesto
	10 mins	Break
	10 mins	Progressing the meanwhile project: recap
	10 mins	Progressing the meanwhile project: group discussions
	10 mins	Progressing the meanwhile project: 10-point brief
	5 mins	Progressing the meanwhile project: summary
	15+ mins	Exhibition (allow extra time if needed)
Total	120+ mins	