



Oxford-Cambridge Arc Spatial Framework Local Engagement Facilitation Guidance

*Creating a vision for the
Oxford-Cambridge Arc
Consultation*

July-October 2021

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Introduction

Who is this facilitation guidance for?

This guidance forms part of the Oxford-Cambridge Arc Spatial Framework **Local Engagement Toolkit**. It should be used alongside the **Local engagement session slides** which can be viewed and downloaded from the Local Engagement Toolkit landing page, here:

<https://placebuilder.io/futureofthearc/documents/local-engagement-toolkit>

The toolkit is designed to support groups and individuals in the Arc who would like to facilitate a local session about the consultation on *Creating a vision for the Oxford-Cambridge Arc*, which can be found here:

<https://www.gov.uk/government/consultations/creating-a-vision-for-the-oxford-cambridge-arc>

These might include: Local Authorities, Local Enterprise Partnerships, parish councils, voluntary and community organisations, youth forums, and schools.

The toolkit will support you to run a session to raise awareness of the consultation and create a space for attendees to discuss the issues, before encouraging them to respond via the digital consultation platform, which can be found here:

<https://placebuilder.io/futureofthearc>

This guidance and [the slide pack](#) will provide you with material and tips to support your engagement sessions.

Introduction

How will this guidance support local facilitators?

This guidance is designed to support facilitators to:

- ✓ Explain what the Oxford-Cambridge Arc and the Spatial Framework are
- ✓ Explain the consultation process
- ✓ Generate an open discussion about the *Creating a vision for the Oxford-Cambridge Arc* consultation topics and themes - helping to draw out diverse perspectives and give everyone an opportunity to speak if they want to
- ✓ Encourage attendees to visit the digital consultation platform: <https://placebuilder.io/futureofthearc> to submit their consultation responses

You will **not** be expected to:

- ✗ Capture feedback from the session - the purpose of the session is to raise awareness, create a space for discussion, and encourage attendees to submit their responses via the digital consultation platform
- ✗ Answer questions about the OxCam Arc Spatial Framework that are not covered in the session
- ✗ Run in-person sessions unless you feel comfortable to do so and can do so in line with the [latest COVID-19 guidance](#)

Preparing for your session

Logistics and inviting attendees (online and in-person)

The [Local Engagement Toolkit](#) (including this guidance and the session slide pack) has been designed to help people deliver either online or in-person sessions. The session has been designed to be delivered within approximately **90 minutes**. We think this session would work best with 15-30 attendees online and 10-15 attendees in person to ensure there is space for all attendees to contribute to the session.

Online

You will need to:

- Set up a virtual meeting (video call) for **90 minutes**, allow yourself 10 minutes before the session to set up your slides
- Invite people to join online at a specific date/time, this could be via email and/or social media
- Within your invite, include instructions for attendees to bring a pen and paper to the virtual meeting as this is required for one of the exercises
- Use [the slides](#) and this facilitator guide to host the session, sharing the slides on the screen so that attendees can also see the slides as you talk

In-person, face to face

These sessions will be particularly suitable for people less able to access the internet or a computer/mobile phone.

You will need to:

- Find a venue, date and time to host a session for **90 minutes**, making sure it is accessible and your planning is in line with the latest [COVID-19 guidance](#)
- Invite people to your session and signpost the venue on the day
- Before your session, set up your space - this could be a circle of chairs for the number of people you are expecting, allowing for a more open conversation between people
- Provide enough paper and pens for attendees as this is required for one of the exercises
- During your session, if you have use of a computer, share the digital slides on screen and use this facilitator guide to talk through the session. If you don't have a computer, you can print off [the slides](#) in advance to hand out to your attendees or pin on the wall and talk through

Preparing for your session

Before session checklist

Online

Have you...

- Familiarised yourself with [the slide deck](#) and facilitator notes (pp.7-17 of this guidance)?
- Familiarised yourself with [the consultation document](#)?
- Confirmed a co-facilitator to help monitor the chat whilst you present the session?
- Checked if any of your attendees have accessibility requirements and made adjustments accordingly?
- Sent a reminder to attendees at least three days before the session?

In-person

Have you...

- Confirmed the number of attendees?
- Found a suitable and accessible venue and checked your planning is in line with the [latest COVID-19 guidance](#)?
- Ensured that you have enough pens and paper for attendees?
- Confirmed a co-facilitator to help with setup and logistics on the day?
- Checked if any of your attendees have accessibility requirements and made adjustments accordingly?
- Decided whether to present your slides digitally or physically - if the latter, have you printed your slides to hand out to attendees or to pin/stick onto a wall? Have you checked you are allowed to put things on the walls of your venue?

Delivering your session

Facilitation notes

The facilitation notes in this section have been designed to be used alongside the ‘Local engagement session slides’ which can be viewed and downloaded on the [Local Engagement Toolkit landing page](#). These notes provide guidance and prompts to help you to facilitate a session. Notes correspond to the slide numbers in the ‘Local engagement session slides’.

***DISCLAIMER:** These facilitation notes are largely written for the main facilitator. Whenever something is specifically for the co-facilitator, it will be stated in the notes. We envisage the main facilitator will present, whilst the co-facilitator manages the chat (if online) and helps the main facilitator with logistics and set up. Throughout these notes, there are facilitation and logistics prompts to consider for both online and in-person sessions. We envisage this session will take approximately **90 minutes** to deliver.*

Slide number and title	Facilitator notes (FN)
Slide 1 - ‘Creating a vision for the Oxford-Cambridge Arc’ (Welcome & Introduction)	<p>Welcome attendees</p> <p>Welcome everybody to the session and thank them for their time. Explain your role and the organisation you represent.</p> <p>Explain that this will be an opportunity to learn more about what the Oxford-Cambridge Arc is, what the Spatial Framework is, and how to contribute to this first phase of the consultation around <i>Creating a vision for the Oxford-Cambridge Arc</i>.</p> <p>Facilitation prompts</p> <p>Online: Invite attendees to raise their hands or drop comments/questions in the chat at any point. Remind them that there will be time for questions at points throughout the session.</p> <p>In-person: Invite attendees to raise their hands if they have questions. Remind them that there will be time for questions at points throughout the session.</p>
Slide 2 - ‘Purpose of this session’	<p>Purpose of the session</p> <p>Explain that the main purpose of this session is to:</p>

	<ul style="list-style-type: none"> ● <i>Learn about what the Oxford-Cambridge Arc and the Spatial Framework are</i> ● <i>Understand the Oxford-Cambridge Arc consultation process that is taking place</i> ● <i>Have the opportunity to think more about what the Oxford-Cambridge Arc Spatial Framework and a vision for the future means for you</i> ● <i>Hear the views and perspectives of other people living in the Arc area</i> ● <i>Find out how you can respond to the ‘Creating a vision for the Oxford-Cambridge Arc’ consultation</i> <p><i>This session is not part of the consultation. The views and perspectives you share about the Arc in this session will not be fed into the consultation. To submit your views as part of the consultation you will need to complete the online consultation.</i></p> <p>Remind attendees that you are not a representative from central government and there may be some questions you cannot answer. Remind attendees that they can read the consultation document following the session, if they have not already done so.</p> <p>Pause for questions. Wait at least 10 seconds to allow people time to process the information and think of any questions.</p> <p><u>Facilitation prompts</u></p> <p>Online: Co-facilitator to check the chat for questions/comments</p>
<p>Slide 3 - ‘What we’ll cover in this session’ (agenda slide)</p>	<p>Agenda</p> <p>Explain that the session will cover:</p> <ul style="list-style-type: none"> ● <i>What is meant by the term ‘Oxford-Cambridge Arc’</i> ● <i>What is meant by the term ‘Spatial Framework’</i> ● <i>What the public consultation is and how it will work</i> ● <i>Interactive group discussions on the four Spatial Framework themes or pillars</i> ● <i>Information on how to share your views by completing the digital consultation</i>
<p>Slide 4 - ‘Code of conduct: how to behave in this session’</p>	<p>Code of conduct</p> <p>Explain that before we start, we need to cover some expectations on how to behave during the session.</p>

	<p>Read from the slide:</p> <p>Do:</p> <ul style="list-style-type: none"> • <i>Listen to what others have to say</i> • <i>Be considerate and respectful of other people's perspectives and opinions, which might be different from your own</i> • <i>(In online sessions) Use the 'raise hand' function if you want to speak</i> • <i>(In online sessions) Use the chat function to ask questions or add comments</i> <p>Don't:</p> <ul style="list-style-type: none"> • <i>Talk over other people</i> • <i>Use discriminatory or harassing language or behaviour</i> <p>Explain that everybody will come to this session with different perspectives on the OxCam Arc and what it means for them. Thank them in advance for respecting this code of conduct.</p> <p>Pause for questions. Wait at least 10 seconds to allow people time to process the information and think of any questions.</p> <p><u>Facilitation prompts</u></p> <p>Online: Co-facilitator to check the chat for questions/comments</p>
Slide 5 - 'What is the Oxford-Cambridge Arc?'	<i>Section title slide</i>
Slide 6 - 'What is the Oxford-Cambridge Arc?'	<p>Introduce key information about the Arc</p> <ul style="list-style-type: none"> • <i>The Oxford-Cambridge Arc (the Arc) is a globally significant area between Oxford, Milton Keynes and Cambridge.</i> • <i>It is formed of five ceremonial counties: Oxfordshire, Bedfordshire, Buckinghamshire, Northamptonshire and Cambridgeshire.</i>
Slide 7 - 'A unique place with a rich cultural heritage'	<p>Explain what makes the Arc unique</p> <ul style="list-style-type: none"> • <i>It is a unique place, home to cutting-edge research and globally renowned science and technology clusters.</i>

	<ul style="list-style-type: none"> • <i>It contains world-leading universities, and a rich cultural heritage.</i>
Slide 8 - 'Home to some of the most productive towns and cities in England'	<p>Introduce key information on the Arc's economy</p> <ul style="list-style-type: none"> • <i>The Oxford-Cambridge Arc provides a place to live for approximately 3.7 million residents and supports over 2 million jobs; adding over £110 billion in economic output every year, it is home to one of the fastest growing economies in England.</i>
Slide 9 - 'Vibrant Natural Environment'	<p>Introduce key information on the Arc's natural environment</p> <ul style="list-style-type: none"> • <i>The Arc is home to diverse landscapes and rich natural habitats.</i> • List key stats from slide
Slide 10 - 'What are the challenges the Arc faces'	<p>Introduce the key challenges faced in the Arc region</p> <p><i>Read from the slide:</i></p> <p><i>The Oxford-Cambridge Arc has seen significant population growth since 2000, up 17% in that period – only London has seen a higher rate of growth. The Arc is also an area that is constrained by:</i></p> <ul style="list-style-type: none"> • <i>Inadequate infrastructure</i> • <i>A stressed and fragmented natural environment</i> • <i>Escalating housing costs</i> • <i>Complex local governance</i>
Slide 11 - 'What is the Spatial Framework?'	<p><i>Section title slide</i></p>
Slide 12 - Spatial Framework diagram	<p>Introduce the Spatial Framework</p> <p><i>Read from the slide:</i></p> <ul style="list-style-type: none"> • <i>The Spatial Framework will be a long-term strategic plan for the Arc to 2050, led by the government, and informed by engagement with local communities and stakeholders.</i> • <i>It will have the status of national planning and transport policy, providing a strategic framework for local planning.</i>

	<ul style="list-style-type: none"> • <i>It will coordinate and focus investment in the area and shape future local planning decisions on: how land is used; how the environment is protected and enhanced; where and what type of new development happens; and what infrastructure is provided.</i>
Slide 13 - Introduction to the pillars	<p>Introduce the pillars</p> <ul style="list-style-type: none"> • <i>The Spatial Framework will strategically guide local planning and investment decisions under four ‘pillars’ or themes: environment; economy; connectivity and infrastructure; place-making.</i> <p>Explain that we’re going to look at each of these themes in turn in the next part of the session.</p>
Slide 14 - ‘What is the public consultation?’	<i>Section title slide</i>
Slide 15 - ‘Introduction to the consultation’	<p>Introduce key information on the consultation process</p> <p>Read from the slide:</p> <ul style="list-style-type: none"> • <i>The 12-week public consultation, launched on 20th July and closing on 12th October, seeks to hear from people in all parts of the Arc, or those who have an interest in the Arc, to inform a Vision for the Spatial Framework.</i> • <i>It also seeks views on the Sustainability Appraisal Scoping Report, which aims to address environmental alongside social and economic issues and will ensure that sustainability is at the heart of the Spatial Framework development.</i> • <i>This public consultation is the first of three that the government intends to undertake as it develops the Spatial Framework over the next two years.</i> <p>Play video (2 mins): Link to access video: https://placebuilder.io/futureofthearc</p> <p>Logistical prompts:</p> <p>Online: Ensure that your computer audio is enabled when sharing your screen and playing the video.</p> <p>Online: Co-facilitator should check for any comments or questions in the chat.</p>
Slide 16 - ‘Exploring the consultation themes’	<i>Section title slide</i>

<p>Slide 17 - 'To get started - what is your positive vision for the Arc in the future?'</p>	<p>Exercise on positive vision for the Arc in the future</p> <p>Ask attendees to think about the words or themes that come to mind when they think about their vision for the future of the Arc.</p> <p>Read the prompt questions on slide:</p> <ul style="list-style-type: none"> ● <i>What is your positive vision for the Arc in the future?</i> ● <i>What place could it be?</i> ● <i>What words come to mind?</i> <p>Ask attendees to choose the words on the slide that are important to them, or suggest their own.</p> <p>Timing guidance: Approximately 1 minute to introduce, 2-3 minutes for attendees to participate.</p> <p>Facilitation prompts:</p> <p>Online: You could use an interactive tool such as Slido or Mentimeter to create a word cloud. If you decide to use an interactive tool, make sure you make time ahead of the session to familiarise yourself with how it works.</p> <p>Alternatively, you could ask attendees to share their words in the chat and the co-facilitator can summarise the responses as they come in.</p> <p>In-person: Ask attendees to raise their hands to share thoughts.</p>
<p>Slide 18 - 'To get started' (Hopes & Fears)</p>	<p>Exercise on Hopes and Fears for the future of the Arc</p> <p>Ask attendees to think about their vision for the Arc to 2050, and their hopes and fears for the future of the Arc. Ask them to draw an image that represents a hope and a fear or write them down on a piece of paper. Explain that they will have 4 minutes to do this.</p> <p>At the end of the 4 minutes, ask attendees if they would like to share what they have drawn/ written with the group.</p> <p>Timing guidance: Approximately 1 minute to introduce the exercise, 4 minutes for attendees to draw/ write their hope and fear and 3-5 minutes for feedback.</p> <p>Facilitation prompts:</p> <p>Online: You could ask attendees to hold up their drawings to the camera if they are comfortable doing so that you can pick out</p>

	<p>interesting drawings for discussion. In person: You could set up a space for attendees to exhibit their drawings once they have finished if they feel comfortable doing so.</p>
<p>Slide 19 - Introducing the interactive section on the four pillars</p>	<p>Explain that you are now going to take a more in-depth look at the pillars in turn: Environment, Economy, Connectivity and Infrastructure, Place-making.</p> <p>Explain that the section for each pillar will run as follows:</p> <ul style="list-style-type: none"> ● Short video showing perspectives on the pillar from a small sample of residents who took part in a pre-consultation workshop in March 2021 ● Overview of the potential vision statements within the consultation for the pillar ● Discussion on what those statements mean to you <p>Remind attendees that this process will be repeated for each of the four pillars.</p>
<p>Slides 20-44</p>	<p>Exploring the pillars</p> <p><i>IMPORTANT NOTE FOR FACILITATORS:</i> The same format will be repeated to introduce and facilitate a discussion on each pillar.</p> <p>In the slide pack, the pillars are introduced in the following order:</p> <ul style="list-style-type: none"> ● Environment (slides 20-27) ● Economy (slides 28-32) ● Connectivity and Infrastructure (slides 33-38) ● Place-making (slides 39-44) <p>This section will take approximately 45 minutes in total to complete.</p> <p>The following facilitator notes (pp. 14-16) set out the three steps to follow for each pillar. The three steps are relevant to all pillars, except Step 1b which is only relevant to the first pillar (slide 22). Timing guidance is provided for each step.</p>
<p>Exploring the pillars (slides 20-44)</p> <p>Please use the following three steps to introduce and facilitate a discussion on each pillar.</p>	

<p>Exploring the pillars: Step 1</p>	<p>Step 1: Play video showing resident perspectives on [Environment/Economy/Connectivity and Infrastructure/Place-making]</p> <p>Explain that you will play a short video showing perspectives on [Environment/Economy/Connectivity and Infrastructure/Place-making] from a small sample of residents who took part in a pre-consultation workshop in March 2021.</p> <p><i>Play video embedded within slide pack (also linked below in case required)</i></p> <ul style="list-style-type: none"> ● Environment: https://vimeo.com/574917761 ● Economy: https://vimeo.com/574914980 ● Connectivity and Infrastructure: https://vimeo.com/574913588 ● Place-making: https://vimeo.com/574916034 <p><u>Timing guidance:</u> Length of video on each pillar varies between approximately 2-3 minutes.</p> <p><u>Logistical prompts:</u></p> <p>Online: Ensure that your computer audio is enabled when sharing your screen and playing the video.</p> <p>Online: Co-facilitator should check for any comments or questions in the chat.</p>
<p>Exploring the pillars: Step 1b (Slide 22 only)</p>	<p><i>IMPORTANT NOTE FOR FACILITATORS:</i> Step 1b only needs to be followed once for the first pillar (Environment), alongside Slide 22.</p> <p>Step 1b: Introduce the concept of potential vision statements</p> <p>Explain that you are now going to present some examples of potential vision statements included in the digital consultation under Environment, before having a group discussion.</p> <p>Remind attendees that you will present potential vision statements for each pillar in turn to prompt discussion and response during the session.</p> <p>Explain that the pillars are separated into relevant subtopics.</p> <p>Reiterate that these are potential vision statements - the vision has not yet been created. The government is asking for views on the statements to help develop the vision for the Spatial Framework.</p>

	<p>Introduce the discussion questions so that attendees have them in mind whilst reading through the first set of statements. Explain that these questions will act as prompts for discussion after exploring each pillar.</p> <p>Suggest that they might wish to note down their thoughts and reflections as individuals to refresh their memory when they come to submit a consultation response after the session.</p> <p>Discussion questions:</p> <ul style="list-style-type: none"> ● <i>Which of these statements do you like most? Why?</i> ● <i>Are there any statements you don't agree with? Why?</i> ● <i>What is your current experience of these issues? How would you like that to change in the future?</i> ● <i>Imagine these statements have been realised. What difference would that make to you? What about future generations?</i> ● <i>Is anything missing?</i>
<p>Exploring the pillars: Step 2</p>	<p>Step 2: Present the potential vision statements for [Environment/Economy/Connectivity and Infrastructure/Place-making]</p> <p>Explain that you are now going to present the potential vision statements for [Environment/Economy/Connectivity and Infrastructure/Place-making] and that you will provide 1 minute of silent reading time per slide for attendees.</p> <p>Remind attendees to consider the prompt questions and suggest that they might want to take notes as they read through the statements.</p> <p>Timing guidance: Provide at least 1 minute per slide for attendees to read the statements in silence (maximum of 4 minutes per pillar).</p> <p>Facilitation prompts</p> <ul style="list-style-type: none"> ● Time yourself to ensure that you are providing 1 minute of reading time per slide for attendees. ● Accessibility: You may need to read out the statements if an attendee(s) has accessibility requirements that make it difficult to read the statements from the screen. You should ask attendees in advance of the session if they have accessibility requirements.

Exploring the pillars:
Step 3

Step 3: Start the group discussion

Explain that we'll now have a group discussion on [Environment/Economy/Connectivity and Infrastructure/Place-making].

Remind attendees of the code of conduct and the importance of respecting different views and perspectives.

Remind attendees that views shared in the session will not be fed into the consultation.

Return to the following prompt questions to frame your group discussion:

- *Which of these statements do you like most? Why?*
- *Are there any statements you don't agree with? Why?*
- *What is your current experience of these issues? How would you like that to change in the future?*
- *Imagine these statements have been realised - what difference would that make to you? What about future generations?*
- *Is anything missing?*

Timing guidance: Approximately 5-7 minutes discussion time per pillar.

Facilitation prompts

- If the group is quiet, wait at least 10 seconds to allow the space for people to come forward before reframing the question - avoid answering the question for the group.
- Try to encourage a range of perspectives - if the conversation is being led by a small number of people gently invite others to have their say.
- Remember, your role is to facilitate discussion, not to answer questions about the Spatial Framework. Focus on asking prompt questions to encourage discussion rather than providing answers.
- **Online:** Co-facilitator should monitor the chat and summarise comments at relevant points so that all perspectives are heard.
- If there are instances of inappropriate behaviour, remind attendees of the code of conduct established at the beginning of the session.

Repeat the above three steps for each pillar respectively until you reach slide 44

Slide 45 - 'Thank you'

Thank the attendees for taking part in the conversation.

Now encourage attendees to go to the digital platform to submit their responses to the consultation. Reiterate that the views and perspectives shared today will not be fed into the consultation - attendees will need to complete the online consultation to submit their views.

Explain that the consultation will be open until 12th October.

Encourage participants to scan the QR code using their phones to access the consultation.

Facilitation prompts

Online: Allow participants time to scan the QR code.

Co-facilitator should provide a link to the consultation into the chat for people who wish to access directly from their devices.

Links to include in the chat:

- Digital engagement platform link:
<https://placebuilder.io/futureofthearc>
- Consultation document link:
<https://www.gov.uk/government/consultations/creating-a-vision-for-the-oxford-cambridge-arc>

In-person: Allow participants time to scan the QR code.

Slide 46 - 'Keep the conversation going!'

This slide contains links for attendees to access the digital consultation platform and the consultation document and advertises the social media hashtag to follow if attendees wish to.

Post-session suggested activity

Following the session you may want to follow up with attendees to provide a link to the digital consultation platform.

Further resources

Q&A for facilitators

The following Q&A includes information for local facilitators who would like to deliver an OxCam Arc local engagement session.

How do I find out more and access the consultation?

You can find out more about creating the vision for the OxCam Arc Spatial Framework and access the consultation through the digital engagement platform: <https://placebuilder.io/futureofthearc>

Am I expected to know the answers to questions on the OxCam Arc Spatial Framework?

Whilst you are not expected to answer questions that people might have about the Spatial Framework, we have created a [short FAQs](#) document that you are welcome to use when facilitating. There is no obligation to familiarise yourself with the details, but this may help you to answer any basic questions that attendees may have. You can also signpost attendees to the consultation document, [Creating a vision for the Oxford-Cambridge Arc](#), if they have questions that are not answered by the content in the session. The facilitation notes in this guidance will prompt you to signpost attendees to the consultation document.

Do I need to target specific audiences when inviting people to the sessions?

Use your own knowledge of your local community when deciding who to invite to your session. These are your sessions and do not form part of the government consultation, however we would encourage you to think about reaching as broad and representative range of people as possible and to think about specific groups in your area who may not be aware of the OxCam Arc public consultation.

Do I need to record feedback?

No, you are not required to record feedback. The purpose of the session is to raise awareness of the public consultation, generate a discussion and encourage people to complete the digital consultation. The facilitation notes in this guidance will prompt you to make attendees aware at the beginning of the session that you will not be feeding views and perspectives shared into the consultation.

How can I provide feedback on my experience of using this guidance to facilitate a session?

If you have any feedback on this Oxford-Cambridge Arc Local Engagement Toolkit, please get in touch with us at: oxford-cambridgearc@communities.gov.uk

Further Resources

Consultation links

[OxCam Local Engagement Toolkit Landing page](#)

<https://placebuilder.io/futureofthearc/documents/local-engagement-toolkit>

[Digital engagement platform](#)

<https://placebuilder.io/futureofthearc>

[Consultation document](#)

<https://www.gov.uk/government/consultations/creating-a-vision-for-the-oxford-cambridge-arc>



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