Guidance notes for the Agenda and management of the public meetings – FOR COMMENT

* Chair to introduce the meeting in 3 main parts (and include the time allocation for each segment) – and I’ve grouped your detailed agenda topics below.
  + Call out that we’ve set aside time for the audience Q&A
  + Presenters – to also help I strongly recommend each presenter practice and time their session to know they will fit within the allocated ‘time budget
    - To help everyone keep to time – communicate the detailed agenda and time budget to each presenter – with the kind reminder that going over budget on time means taking away time from the latest presenters and sessions
* Appoint a facilitator/timekeeper to work with the meeting Chair - To help ensure a smooth running of the meeting
  + - I’d recommend Amanda act as “facilitator and timekeeper’
    - It is OK for this role to jump in if needed to remind each speaker as they are around to run out of time and also to help “facilitate” the open forum Q&A  / discussion with the audience. Then the Chair can focus on being chair / introducing speaker and setting the leadership tone for the meeting
  + Help the audience understand the time flow – divide the meeting into 3 main parts to help focus their attention (and so they know what’s coming next) – set up at the start of the meeting and show the 3-part agenda
* Introduce that we be using an Audience polling tool in the called Slido or Menti (Show a slide with the website link and QR code or the website and #### PIN code for people to access the poll later in part 2 of the meeting)
  + NOTE – if we use this, we’ll need to ask people to bring a smart-phone or laptop with them in the joining instructions or reminder note sent the day before;   
    NOTE polling in Slido and Menti is anonymous
* Thank audience for their time and active participation and also joining us in the experiment of using live meeting interactive technology for the first time 😊

**Agenda – Public Meeting:**

**Hamble Parish Council – Hamble Airfield - Cemex application**

Wednesday 11 January, 1:00-2:30pm / Thursday 12 January, 7:00-8:30pm – 90 mins

*High-level agenda – to show on the PPT slide – and at the start of each section, bring back this Agenda*

**Part 1: Welcome and overview Cemex’s application so far – 35 minutes**

1. …[add in the detail agenda points / presenters – but removing specific timings OR include big chucks of time, eg 20 mins for Steve, 25 mins for open forum]
2. … etc

**Part 2: Let’s hear from you: open forum questions and discussion from the audience – 40 minutes**

…

**Part 3: Next steps and wrapping up – 15 minutes**

Detailed agenda – for the planning team and a version that all presenters see and know their ‘time budget’

**Part 1: Welcome, agenda and brief the application so far – 35 minutes**

1. Welcome, Agenda & Introduction - Cllr Simon Hand Chair HPC (5 mins)

Introductions – Cemex Coordination Team

* Cllr Chris Jones - Chair of Cemex Coordination Group
* Cllr Michelle Nicholson - Chair of Communications Working Group (apologies)
* Cllr Ian Underdown - Chair of Planning Committee
* Amanda Jobling - Clerk of HPC
* Steve Tilbury - Planning Consultant

2. Cemex application – brief from our Planning Consultant, Steve Tilbury - 20mins

– current stage of the process, current evidence and what it means

3. Transport issues - Mark Venables (5 mins)

4. Next steps in the application process - Chris Jones (5 mins)   [Will Chris be back from Switzerland?]

**Part 2: Let’s hear from you: interactive session and open forum discussion – 40 minutes**

5. Ice-breaker and interactive polls – 10 minutes:

* [SLIDO QUESTION]: **In one word, tell us your main concern about the proposed quarry on Hamble Airfield?**     
  [Word cloud output – participants can respond multiple times – but it must be 1 word – and switching the presentation laptop over to Slido, so the Word cloud will “build” on screen. This will give a visual/graphic version of the public feeling / concerns]
* [OR  ALTERNATIVE SLIDO QUESTION] **Please choose** **which issues you feel will impact you the most** [multiple-choice]
  + Transport/Traffic Congestion
  + Road Safety
  + Air Quality
  + Flooding and Water run-off (Hydrology)
  + Environment / biodiversity
  + Impact on local Businesses

6. Open floor for questions and comments – 25 mins

7. Audience Interactive poll – How will the quarry impact you?  – 5 minutes

* **In short bullet points: How would a quarry on Hamble Airfield impact your day-to-day life?**  [full text answers]    
  [Go quiet (this is very important) and allow 3-4 minutes for the audience participants to record their thoughts on Slido; allow the responses to come up on screen so everyone can see ]
* To wrap up Show the online impact survey on screen –<https://cemex.hambleparishcouncil.gov.uk/impact/>    
  [people can also share their thoughts after the meeting by 16 January - this is also useful for participants who are more ‘reflective’ and would like time to gather their thoughts before responding vs being ‘put on the spot’ to share their views]

**Part 3: Next steps and wrapping up – 15 minutes**

8. Next steps and How we'll keep you informed (Michelle Nicholson or Amanda Jobling) - 10 mins  
- [remind audience how to send in their response/objection – online, email or write by 16 Jan or (new?) deadline]

9. Meeting close – Simon Hand – 5 mins

* Fast feedback – quick audience poll – 2 mins [OPTIONAL – could be done in Slido] – Amanda would you be comfortable asking this live? / we could always send a survey out afterward – though usually live feedback gets a better response and more positive outcome, especially if it went well (and helps spread positive views of how HPC is supporting the village)

**[SLIDO QUESTION] On a scale from 1-5, where 5 is high – how useful did you find today’s meeting?**[rating 1-5 – shows as a bar chart]

* Close from the Chair – Simon thank presenters and the audience for their participation