

22nd October 2019

Thank you for agreeing to be one of the 50 people from across the Romsey area taking part in the Citizens' Assembly to tackle the question: "*How do we improve the area around Crosfield Hall and the Bus Station to deliver the maximum benefit to Romsey?*"

Please note: the times on the day for the event have changed. These are now:

9.30am to 5pm on both Saturdays, 9.30am to 4.30pm on both Sundays.

This is to ensure we can start the event on time and have enough time for discussion. Please let us know if this causes you difficulty in attending. We apologise for any inconvenience.

The following documents are enclosed along with this letter:

- Citizens' Assembly handbook
- Consent form
- Travel expenses form
- Parking permit

These documents contain everything you need to prepare for the weekends. Please read them carefully and **let us know if you have any questions – we are here to help! Contact details are at the end of this letter.**

For reference, the documents can also be found on this web page:

www.sortitionfoundation.org/romsey_participant_information

Citizens' Assembly handbook

This covers the key information, including:

- What you will be discussing
- Venue details
- How to get there
- Arrival and departure times (**as above, please check as these have been updated**)
- Dietary and Accessibility information

Consent Form

We are legally required to ask you to sign a consent form to take part in this event. Please read the form and let us know if you have any questions. **The form contains information about how to return it to DemSoc, who will be running the event.**

Travel, Expenses and Gift form

This is the form you need to fill in to claim any expenses and also your £300 thank you gift (£150 for each weekend). We've kept it short so hopefully it will only take you a few minutes. You will need to complete this for the first weekend, and we will use that information to reimburse you for both weekends. We will remind you about that closer to the time.

There are full instructions on the form itself about how to complete it and also how to return it. **You will return the form to DemSoc, the organisation running the weekends, who will organise the payments.** If you need any help, including help with payment of costs in advance, you can talk to Tom at the Sortition Foundation - his contact details are below.

Parking Permit

The nearest car park is Alma Road, and then Crosfield Hall. This permit is valid for both car parks. Copies of the permit will also be available at registration on the first day. You only need to display the permit in your vehicle on the Saturday of each weekend, as a permit is not required on a Sunday.

Finally, if for any reason you can no longer attend the event then please tell us immediately using the contact details below.

We will be in touch again before the first weekend to make sure you are ok with this information and the forms. In the meantime, do get in touch if we can help in any way.

Best wishes,



Tom Lord - Project Officer, Sortition Foundation

Contact details for any questions or issues:

email: tom@sortitionfoundation.org

or phone: **0800 009 6486** and ask for Tom to call you back