



CITY OF CAPE TOWN
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Dear Sir/Madam

The City has launched its first public meeting for the District Six **Public Realm Improvement Strategy** at a virtual meeting on the 29th June 2021. We thank you for your attendance and look forward to a fruitful collaboration in our execution of this project.

The purpose of the study is to enhance the quality of District Six's streets and public spaces as part of the overall Local Area Spatial Development Framework's approval process. The Public Realm Improvement Strategy will not be aiming to compete with any vision, direction or processes such as Housing program or Heritage declaration processes. It is a genuine proposal to generate new growth by working with the spaces and places in District Six – where we remember the past, where we share in the present and work towards a future that is worth it, together!

At our June meeting, the process of designing the public space systems was described. The process includes a collaborative process that brings together City officials, the professional team and members of the District Six community to identify and start thinking about the use and design of the various public spaces in District Six.



In our June meeting, we have branded, as part of this Public Realm process, the representatives, of the community **"Caretakers"** and it is the intention of this letter to communicate the process of selecting Caretakers who will represent the various interest groups at design workshops.

What is the task we would like to undertake?

We would like to undertake a collaborative, co-design process to establish a public space strategy for the neighbourhood and a set of guidelines that will assist future designers in the way public spaces and streets work with the buildings around them.

How can I participate?

We would like to work with a varied group of *Caretakers* who will represent their constituency's interests. Due to Covid-19 restrictions we need to keep this number small, but include a broad representation. We therefore require a few dedicated representatives who has the time to participate in a range of design workshops over 4 months [September to December 2021].

What is the process for selecting Caretakers?

The process of selecting participants for the design workshops will be as follows:

1. The first task is to organize yourself into your constituency/representative groups (various exist, so please see who you can join).
2. Then print out the attached nomination form, fill it in, nominating a representative of the specific constituency [groupings such as schools, religious organizations, beneficiary groups, etc.]
3. Now ask the nominated person to sign acceptance of the nomination
4. Scan the signed form in or take a photo of it and email the nomination back to this email address: D6.publicrealmstrategy@capetown.gov.za

What are the timelines for submitting nominations?

Please submit signed and dated nominations via email by the close of business on Friday 30th July 2021.

What is the expected input required from Caretakers?

Caretakers will be required to attend the various design workshops. We have a minimum of six workshops planned and these will be supplemented by other meetings from time to time.

We also expect *Caretakers* to consult and communicate the ideas discussed at workshops with their constituency and solicit opinions and ideas that will be brought as contributions to the next workshop.

What are the limitations of the process?

Unfortunately, due to Covid-19 regulations, we'll have to limit the number of *Caretakers* to preferably a maximum of 10 people. We'll need these *Caretakers* to be available for the full duration of the process.

When do we hear which nominations have been accepted?

We'll review nominations received and notify the selected nominees by the 15th August 2021. A public meeting, like the one we had in June is planned towards the end of August to present these *Caretakers* to us all and at the same time give feedback about the analysis work that the consultants have done during July and August.

When do we expect the design workshops to take place?

We plan to have our first design workshop in early September and from there at regular intervals. *Caretakers* will require participation for an entire morning. Each *Caretaker*-involved workshop will be recorded and will then be shared with the wider community for 're-runs' at various venues (if Covid appropriate) or as follow-on virtual workshops, before the next themed workshop with the *Caretakers*. That way we would get a wider, more transparent approach that includes a wider portion of the community. So although you might not be a *Caretaker*, you can still take part in the participation process. We also plan a wider, 'Open House' session, where the outcomes of the workshops will be shared with the wider community and city at large. All the information will then flow into the Local Spatial Development Framework process.

Don't delay in getting yourselves organized and nominations submitted. We look forward to receiving your nominations and a fruitful collaboration!