

# **FACILITATOR PACKET**

## The Planning Process

### **Our collective goals are:**

1. Build a neighborhood plan that is comprehensive, community-driven, and trauma-informed.
2. Collaboratively implement the plan with residents, businesses, government, and service providers.
3. Continuously learn as we make progress to mobilize resources until we have achieved the goals that we set.

### **Amplifying voices**

We are approaching the process by connecting with and hearing from all the neighborhood “pockets”. What is a pocket?

Kensington is not one single group of people who all have the same ideas, customs, and histories. It is made up of many different cultures, nationalities, and groups that live, work, and play in different “pockets”.

Your pocket of people could be:

- Kensington friends, family, neighbors, coworkers
- A part of an existing group, like a neighborhood group, club, class, or team
- A new group that you bring together for this occasion.

You are an essential leader in the process of bringing a pocket together for a discussion. It's important that you have enough people in the room for a productive conversation, and that the people you invite are strongly connected to Kensington. The planning process makes room for everyone, but Kensington residents are at the center.

By bringing together different groups across Kensington and asking each group to set priorities for our neighborhood, community members can determine what they want Kensington’s future to look like. This information will be essential for city and state agencies and nonprofit organizations who want to invest in Kensington with funding or programming.

## About the Planning Process

### Who is organizing this process and how is it funded?

NKCDC (Ruth and Somerset) and Impact Services (Allegheny and Emerald) are two community-based organizations that are committed to working together to help Kensington thrive.

Impact Services and NKCDC have come together in recent years to work collaboratively to support the neighborhood, using previous experience leading planning processes to help bring about change for Kensington. Following a City Council hearing at Elkin Elementary School in 2021, a coalition of neighborhood groups continued to meet to determine and summarize their concerns and solutions to eventually send to Mayor Kenney.

Impact and NKCDC were part of that Elkin School group and agreed to provide support so that more people throughout Kensington can have their voices heard. Impact and NKCDC have experience organizing community plans with input from hundreds of residents across different sections of Kensington. This Pockets Toolkit is an effort to bring our planning and implementation work together to create a collaborative process for the neighborhood.

You can find previous plans at [kensingtonplan.org/resources](https://kensingtonplan.org/resources)

The home websites for the two organizations are here:

**NKCDC.org**

**IMPACT.org**

The leadership of NKCDC and Impact have been working for the last year to find independent funding through Philadelphia grant-making organizations which will now offer financial support for the Planning Kensington process. Together we are piecing together the necessary resources. We have no political obligations in this process.

## History of community-defined goals

Priorities from the North of Lehigh Plan and the Heart of Kensington Plan focused on:

- **Improved safety and mitigating the drug market.**
- **Changing the trajectory of resident health outcomes.**
- **Improving housing for residents and creating affordable housing options in a deteriorating rental stock.**
- **Reducing vacant land and improving/increasing/activating green space**
- **Spurring economic development to increase access to needed goods and services for residents.**
- **Facilitating street improvements.**
- **Invest in human capital providing professional and personal growth opportunities.**

Following a groundswell of resident voices demanding action towards community health and safety, a resident meeting with City Council people occurred at Elkin Elementary School. A list of actionable items derived from this meeting was sent to the Governor and Mayor of Philadelphia. There were specific ideas of how to achieve goals, but in summary, those demands clearly asked for the following:

- **Eliminate Kensington as a Destination for Narcotics use. Support the reunification process for people outside the neighborhood.**
- **Parks and rec centers are immediately designated and enforced as safe spaces for children and families.**
- **Create a concise reporting mechanism.**
- **Provide housing for all.**
- **Provide treatment for all.**

## Pocket Meeting Checklist

Make sure you have what you need before the meeting starts

### IN-PERSON MEETING

#### Essentials

- A clean and safe place to meet
- Chairs
- Computer with the Facilitator slide show ready to go
- Copies of sign in sheets, "Agreements," and "Example Priorities List"
- Person to take notes, with either the "Pocket Report" sheets or website so you can turn the notes in.

#### Some options to make it nice...

- Non-alcoholic drinks: water, juice, coffee or tea
- Snacks like chips, pretzels, snack cakes, or fruit or veggie trays
- Napkins
- Forks, spoons and serving utensils if needed

### ONLINE MEETING

- Ask participants for their name, address, phone, email and areas of interest in advance. Explain that it's important to have a record of who is participating in the group.
- Send participants the "Agreements," and "Example Priorities List" in advance.
- Check your connection and audio 20 minutes before the meeting so you have time to troubleshoot any problems.

## Meeting Agreements

**We are here to explore ideas.**

**We are here to learn from others.**

**We are here to connect, not to conflict.**

Pocket Meetings are meant to be a dialogue, not a debate. In a dialogue, mutual understanding is the goal.

By participating in this Pocket Meeting, I will strive to:

- **Value all voices.** Make sure there is room for the quietest people to be heard in the conversation.
- **Listen to understand others.**
- **Speak from my own experience.** Say “I” not “people” or “we.”
- **Not speak over or interrupt others.** One mic, one voice.

# Start Here!

**Thank you for your interest in hosting a  
“pocket” of people to help plan the  
future of Kensington**

## How to Use this Kit

1. **Look through the information** in this facilitator’s packet. We also included:
  - A slide presentation to introduce the planning process to your group,
  - Handouts for your group and
  - Pocket Report forms to fill out and submit so that there is a record of what you talked about.
2. **Reach out to your people.** Explain the planning process and invite folks to participate. Decide on a convenient time and place to meet. We suggest a meeting of 1 to 2 hours. There is an agenda in this packet.
3. **Promote your meeting.** Use the flyer template below if it’s helpful. Contact NKCDC at 215-427-0350 if you need help with copies.
4. **Familiarize yourself** with the Pocket Presentation before your meeting using the “Presentation Notes” below. Please read the slides aloud so everyone can see and hear the presentation. Toward the middle of the slides (bottom of page 3), there is important information in the Presentation Notes that you should read aloud.
5. **Make copies of the handouts.** Contact NKCDC at 215-427-0350 or [kensingtonplan@gmail.org](mailto:kensingtonplan@gmail.org) if you need help with documents.
6. **Need food?** Reach out to Katsi Lozada at [@kmiranda-lozada@nkcdc.org](mailto:@kmiranda-lozada@nkcdc.org) or Erin Farrell at [efarrell@nkcdc.org](mailto:efarrell@nkcdc.org) for information on how to get food for your meeting.
7. **Host your meeting** using the agenda below. See More Ideas for Facilitators for additional background information and suggestions.

# FACILITATOR PACKET

## What's in this Kit?

Tools to help you host a successful meeting

- **This information packet** for you as a facilitator, including a suggested agenda for your meeting and notes for your Pocket Presentation
- **Pocket Presentation** to introduce the Kensington planning process to your group
- **Handouts** you can pass out in your pocket meeting
- Priorities list, past priorities open questions, and new ideas worksheets.
- We want to know who was in the conversation and what you discussed! Please fill out the following sheets.
  - Sign-in sheets, Past Priorities rating sheets, Open questions sheet, and the New Ideas sheet.
- You can return all these sheets listed above in any convenient way:
  - In-person or by mail to Att: Katsi Lozada NKCDC at 2771 Ruth Street, Philadelphia, PA 19134
  - By taking a (clear) picture and emailing it to IMPACT **Erin Farrell** [efarrell@impactservices.org](mailto:efarrell@impactservices.org), NKCDC **Katsi Lozada** [Kmiranda-lozada@nkcdc.org](mailto:Kmiranda-lozada@nkcdc.org) or [kensingtonplan@gmail.com](mailto:kensingtonplan@gmail.com).
- **Additional Ideas for Facilitators**
- **A gift card** to buy meeting supplies like pens, paper, etc.
- **Template for a flier** (next page) that you can use to advertise.



**CHANGE IS COMING TO KENSINGTON**



# **YOUR IDEAS ARE NEEDED**

**HOST** \_\_\_\_\_

invites you to a meeting to help set  
priorities for your community

**DATE** \_\_\_\_\_

**PLACE** \_\_\_\_\_

**CONTACT** \_\_\_\_\_



**PLANNING KENSINGTON TOGETHER**  
KENSINGTONPLAN.ORG

## Pocket Meeting Agenda

Suggested order for a one to two-hour conversation



### Welcome & Introductions

5 to 10 minutes

Welcome everyone. Have each person fill out the “Participants” sheet. Invite each person to introduce themselves and what brings them to the conversation. If you have a large group, invite people to share in smaller groups.

### Begin the Conversation

10 to 15 minutes

Explain the planning process. Use the slide presentation and the notes below. Answer questions or write them down so that others can answer them later.

To have a productive conversation, it's helpful if everyone in the room can agree on how to talk to each other. We listed four suggestions on the “Agreements” handout, but your group may come up with others. It can be helpful to have attendees pick an agreement they will keep in mind during the conversation.

Assign someone to take notes! You can take notes on the sheets provided and return them in person or by mail to **Att: Katsi Lozada NKCDC at 2771 Ruth Street, Philadelphia, PA 19134**. Or you can take a (clear) picture of the sheets and email IMPACT **Erin Farrell** [efarrell@impactservices.org](mailto:efarrell@impactservices.org), NKCDC **Katsi Lozada Kmiranda-lozada@nkcnc.org** or [kensingtonplan@gmail.com](mailto:kensingtonplan@gmail.com), you can fill out the web form at

## Pocket Meeting Agenda continued



### **Conversation**

**30 to 60 minutes**

First, please weigh in on the priorities from the “Example Priorities List.” Mark the priorities that your group agrees with. Cross out anything you don't agree with. Then, add additional priorities and additional suggestions for action on the following sheet.

Feel free to use extra sheets. But ideally, we don't want a laundry list. We want a few top-level priorities for the neighborhood and concrete ways to address those issues.



### **Close Conversation**

**10 to 15 minutes**

Start to wrap up discussion. Look for major themes and points of agreement. Take note of disagreements. Return to ideas from earlier in the conversation that deserve more discussion.



### **Share and Thank**

**5 to 10 minutes**

Invite people to share a positive thought or affirmation about each other or the conversation you just had. Thank everyone.

# FACILITATOR PACKET

## Presentation Notes

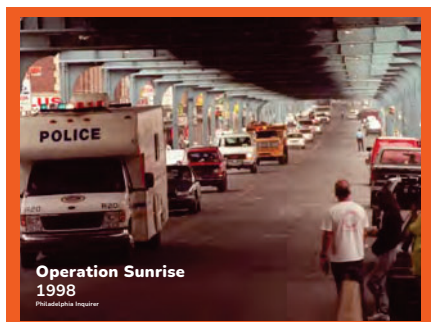
It's a good idea to read what's the screen for anyone who doesn't like reading or can't see the screen. Toward the middle of the slide show, there are additional notes and directions here that aren't on the slides.



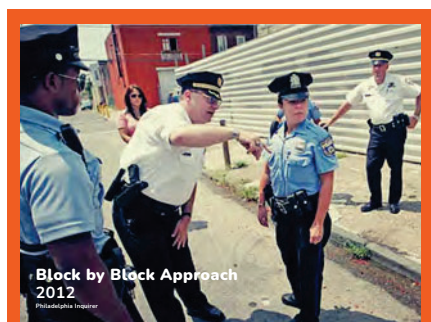
You can have this slide on the screen during the **Welcome and Introductions**.



**Begin the Conversation** on this slide. It's a good idea to read what's the screen for anyone who doesn't like reading or can't see the screen.



Some people in your group may remember these city initiatives. Dr. Bill McKinney's essay for WHYY, "History is repeating in Kensington," is a good start for more information. Go to [kensingtonplan.org/resources](http://kensingtonplan.org/resources) for the link.



The Block by Block approach of 24th District Capt. Charles Vogt began in 2012.

# Presentation Notes continued



The city cleared a large encampment from the Conrail tracks near Gurney Street in 2017

## THESE SOLUTIONS

- Lacked resources
- Lacked community input
- Didn't address interconnected issues

These solutions lacked sufficient resources and expertise, lacked community input, and didn't address interconnected issues.

The Kensington community has been resilient

But the Kensington community has been resilient:

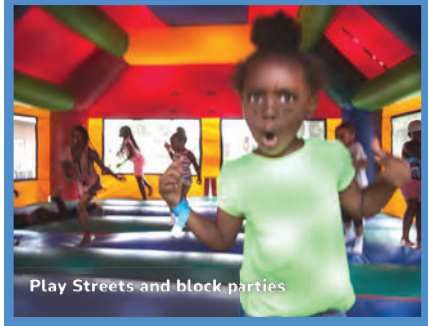


Neighborhood cleanups



Community meetings

# Presentation Notes continued



Play Streets and block parties

*Ask the group for other examples of how Kensington neighbors have strengthened our community*



Now we have come to a moment where real change is possible



The state is investing in Kensington



The city is investing in Kensington

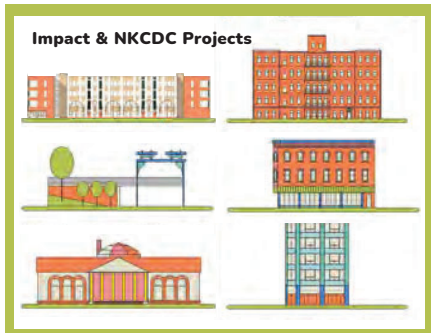


And the community is joining together to get things done. This is a Philadelphia Inquirer photo from the protest that got the Somerset El stop open again, in March 2021.

## Presentation Notes continued



Last year neighbors, nonprofits, and city agencies worked together to create safe play spaces at McPherson Square, Hissey Playground, and Harrowgate Park.



Impact Services and NKCDC are working together on projects on Kensington and Indiana Avenues. Their vision for “Health and Wellness Corridors” comes from community planning conversations like the one we’re having today.



In 2021, City Council had a hearing at Lewis Elkin Middle School.

**Afterward, neighborhood groups summarized concerns and suggestions from the meeting, and sent them as action items to Mayor Kenney.**

Afterward, a coalition of neighborhood groups summarized concerns and solutions that people had talked about at the hearing, and sent the summary to Mayor Kenney. The group kept meeting and adding new members, and revised its call to action for the Kenney administration.

# Presentation Notes continued



Noelle Foizen from the Philadelphia Opioid Response Unit says this call to action is what led to the city to dedicate some of its Opioid Settlement Funds to Kensington parks, schools, home repair, foreclosure prevention, and rental assistance.

This meeting has two goals:

**THIS MEETING HAS  
TWO GOALS**

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**1. To get your feedback  
on these priorities**

**THIS MEETING HAS  
TWO GOALS**  
**1. To get your feedback  
on these priorities**  
**2. To hear your priorities  
and suggestions for  
Kensington**

1. To get your feedback on these priorities that came out of the Elkin School meeting

2. To hear your priorities and suggestions for Kensington

## Meeting Agreements

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*Pass out the "Meeting Agreements" handout.*

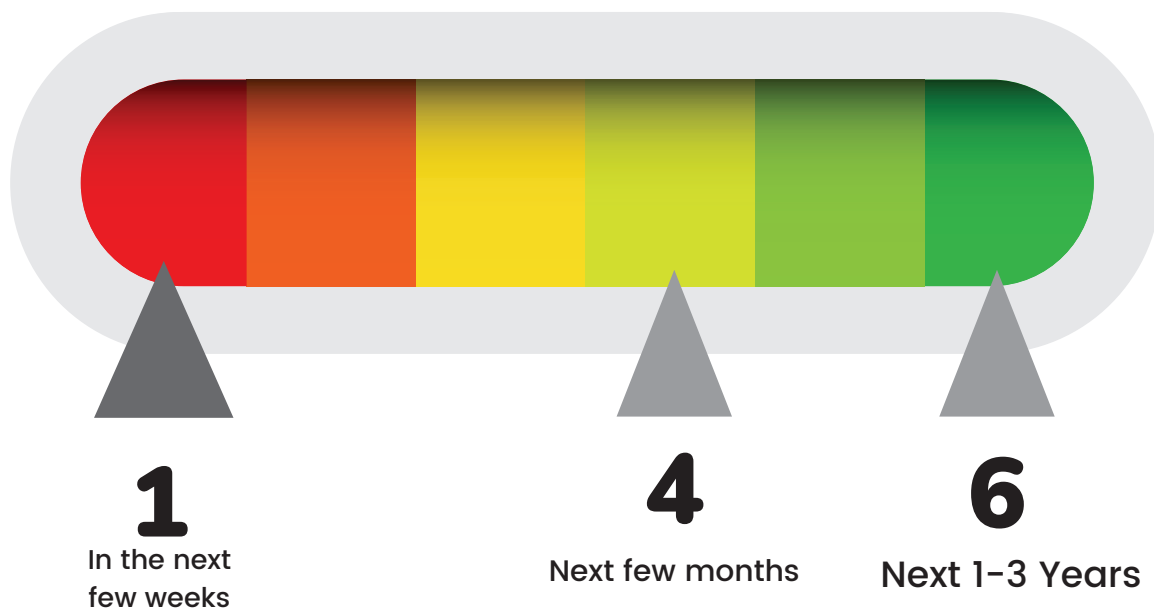
Before we start talking, it's helpful to agree about what this conversation is...



## Things to consider while listing priorities

In the process of neighborhood change, what can your role be?

Can you rate the importance or level of urgency of the issues you listed using numbers starting at "1" being the most urgent?





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# Sign in sheet

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
T-shirt Size \_\_\_\_\_

## Current interest?

- Green Space
- Community Planning
- Housing
- Food

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
T-shirt Size \_\_\_\_\_

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## For More Information

We are here to support you

For more background about the Kensington planning process, go to [kensingtonplan.org](https://kensingtonplan.org). The site includes:

- **History** of how the planning got started ([kensingtonplan.org/about](https://kensingtonplan.org/about))
- **Vision** for what a comprehensive, community-driven, trauma-informed process could look like ([kensingtonplan.org/vision](https://kensingtonplan.org/vision))
- **Links** to additional information ([kensingtonplan.org/resources](https://kensingtonplan.org/resources))

For additional presentation and outreach ideas, please see More Ideas for Facilitators in this kit.

Reach out to IMPACT **Erin Farrell** [efarrell@impactservices.org](mailto:efarrell@impactservices.org), **NKCDC Katsi Lozada** [Kmiranda-lozada@nkcdc.org](mailto:Kmiranda-lozada@nkcdc.org) or if you have an urgent question need, and we will do our best to support you.

**Thank you for your help imagining a new future for the Kensington community**