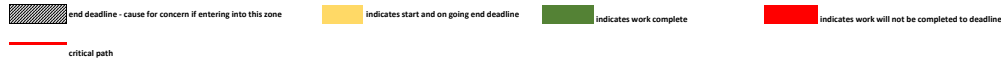


**PROJECT PLAN FOR ACTIVE TRAVEL CONSULTATION 20/20**

**Grid Reference**



**KEY ACTIVITIES**

Lead	support needed	March	April	May	June	July	August	Sept	October	November	December	Jan	Feb	March	April	May	June	July	
<b>PLANNING STAGE</b>																			
1	Outline Plan	sue	Complete	modified due to feedback															
<b>STRATEGIC FOCUS &amp; PRE CONSULTATION</b>																			
2	strategic overview of priorities & Consult	Sue	Complete, being consulted on in pre consultation																
3	Review of Existing Route Map Info & consult	SH	Highways, planning, transport,countryside	Pre-consult commence with Countryside; will formally approach highways															
4	Preparation of INM proposals, pre consultation internally and externally	Sue	PS&CS, digital team, advice group																
5	Pre consultation meetings (within internal group and external group)	Sue	PS,	being undertaken by email and teams meetings															
6	Production of EQJA	sue	ps																
<b>MATERIAL PREPARATION &amp; PRE CONSULTATION</b>																			
7	Preparation of ERM Maps, and INMs, paper and digital for consultation & print - pre consult	Sue	GIS / technical team	Liaison on ERM Maps with Amy Pritchard, planning for printing															
8	Posters designed and site notices along suggested INM routes agreed	Dale Evans	Paul																
9	e-survey-design -Staff, Stakeholder, business & pre-Consult	sue	Digital team, project off	Design Complete- Out to pre-consultation,															
10	e-stakeholder survey design -young people & pre-consult	Jack Harris	Paul																
11	external org letters/emails (businesses, primary school, secondary school, town councils)	sue	review by advice group	COMPLETE															
12	Social media and press events-Prepare press and social media material	Paul	Sue																
13	obtain reports of success of projects, obtain photographs, details of current activities agreed by WG	sue	project officer	Requested info from CS,GK & Finance															
14	Pre Consult material and project with lead equality officer	Mark Foster & Paul	Mark Foster, Alan Burkett	complete															
15	Stand alone key destination trip generator consultation preparation -Discuss YP consultation with mode shift stars & prepare event and material	Jack Harris	Paul	Jack harris identified as lead															
16	Prepare contact details of key stakeholders orgs/Interest groups	sue	CS & PS & advice group	information being collected, to be typed into excel,															
17	Translate material into Welsh language and other formats for those with protective characteristics	Sue																	
18	Stand alone key destination trip generator consultation preparation -Discuss consultation with GP referral team	sue	James cook																
<b>WEB DESIGN</b>																			
19	Update website and internal hub on strategic focus	sue	Digital team & youth officer																
20	Prepare surveys in digital format and update web	sue	Digital team & youth officer																

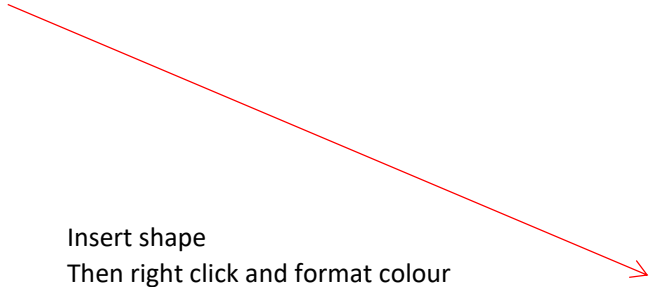
- Stand-alone events at key destini
- Community Street Audits;



- 53 undertake final audit scores
- 54 final feedback analysed
- 55 report to DMT/Council
- 56 Upload results onto GIS system & WG IT system
- 57 Report to WG & update website

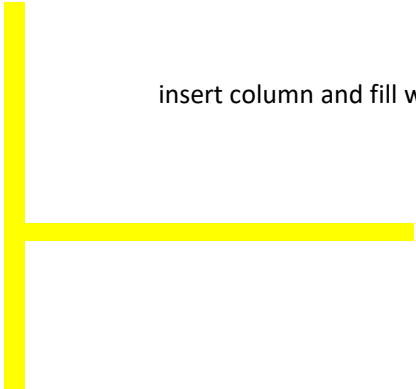
sue	contractors																
sue	advice group																
Paul	sh																
Sue	contractor																
Sue	GIS, contractor																





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