PROJECT PLAN FOR ACTIVE TRAVEL CONSULTATION 20/20

	Grid Reference end deadline - cause for concern if entering into this zone						indicates:	tart and or	going end	deadline		indicates work will not be completed to deadline								
			critical path																	
	KEY ACTIVITIES	Lead	support needed		l	l I					l	I	I			I				
	PLANNING STAGE		support needed	March	April	May	June	July	August	Sept	October	November	December	Jan	Feb	March	April	May	June	July
1	Outline Plan	sue		Complete	modified due to feedback															
	STRATEGIC FOCUS & PRE CONSULTATION																			
2	strategic overview of priorities & Consult	Sue			Complete, being consulted on in pre consultation															
3	Review of Existing Route Map Info & consult	SH	Highways, plannig, transport,countryside		Pre-consult commence with Countryside; will formally approach highways															
4	Preparation of INM proposals, pre consulation 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 EQIA	sue	ps					V												
								X												
	MATERIAL PREPARATION & PRE CONSULTATION																			
7	for consultation & print - pre consult	Juc	GIS / technical team		Liaison on ERMs 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 prearation -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 prearation -Discuss consultation with GP referral teaml	sue	James cook																	
	WEB DESIGN																			
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 destina

Community Street Audits;

21	Update proposed INMS into web format	sue																				
22	Update ERMS into web format	sue																				
	STAFF/MEMBER BRIEFINGS																					
					Report to being																	
23	outline plan and resources required agreed by DMT	Paul	SH		prepared alongside new guidance																	
24	internal staff teams briefing	sue	PS,		some staff approached, need formal meeting																	
25	Members briefing	Paul	SH		next month on teams?																	
	Book venues for consultations	Sue																				
	CONTRACTS																					
27	Prepare contract/task orders for Cycling walking audits	Sue																				
-	for ERM and INM																					
	Prepare contracts for updating WG IT system	Sue																				
29	CONSULTATION DELIVERY Undertake audits on suggested INMs	sue																				
30	distribute letters to key stakeholders/interested parties	sue	project officer						Start of consultati													
									on													
31	Activate web questionnaires to go live	sue							Start of													
									on													
32	Put up posters on the proposed new routes	sue							Start of													
									consultati on													
33	start media launch	paul							Start of consultati													
34	Run first consultation workshop internally for key	sue	PS.CS. admin						gn													
,	officers	sue	F3,C3, dullill																			
	Run stand alone, key trip generator workshop for 7 primary schools	sue	PS,CS, admin																			
36	Run workshop internally for year 6 pupils and youth centres	Paul	youth team				Speak	to	Paul													
27		Paul	jack harris & youth tean	,																		
		Sue	PS,CS,admin,																			
30	kuii 7 workshops for addits (one in each livin area)	Juc	1 3,63,6411111,								- 1											
39	deliver stand alone key trip generator -staff e-survey	sue	project officer?																			
	run stand alone key trip generators - for those on GP																					
40	referral schemes	sue	insert names																			
41	consultation with those with protective characteristics	mark foster	Paul						Start of consultati													
	AUDITS																					
42	cycling and walking audits for initial proposals	sue	contractor																			
42	cycling and waiking addits for initial proposals	sue	CONTRACTOR																			
	ANALYSIS		digital team, project				ı					_				1						
	digital analysis email and letter feedback analysis	sue	officer										X									
	key officers analysis	sue	PS,CS, admin																			
46	other survey analysis	sue	digital team , project officer?							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			X									
		sue Paul	PS,CS, admin youth team											/								
													speak to Paul									
49	adult workshop analysis (one in each INM area)	Sue	PS,CS, admin																			
			PS, CS, Planning, project																			
50	Overall analysis and prepare proposals	sue	officer, advice group																			
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	REPORTING & FINAL CONSULTATION] [-			- 1										1		
	Produce hard copies of new maps	sue	contractor														_					
52	consult on final maps to all stakeholders	sue	all contributors																	ш		

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									



ations and trip generators;

