

# Active Travel Tranche 2: Stakeholder Engagement Plan

Version & Document Control	
Information Marking	
Document title	Active Travel Tranche 2 Stakeholder Engagement Plan
Lead Officer	Louisa Simpson
Version	Draft V1
Status	Draft
Approved by	
Date approved	
Last Updated	
Review date	
Storage Location	

## Stakeholder Engagement Plan

**Project Area: Active Travel Tranche 2**

**Key Dates: December 2020 – January 2021**

**Engagement Objectives:**

- Raise awareness of the Active Travel Tranche 2 fund
- Gain support for the proposals that will be implemented with this funding, which enhance an existing facility
- Ensure that key stakeholders are given a genuine opportunity to comment on the proposals
- Meet DfT requirements for stakeholder engagement and public consultation to secure funding

**Key Project Deliverables:**

- Publish Stakeholder Engagement Plan online
- Consult with key stakeholders using a variety of channels/media outlets, with consideration given to social distancing requirements etc, when required.
- Evaluate responses and adapt the proposals if required
- Develop a clear communication plan to address any outstanding issues.

This communication plan sets out the arrangements for communicating and engaging key stakeholders in the delivery of the strategy.

Audience	Objectives	Messages / Key Points	Suggested Channels of Communication
Elected members	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern	Information pack supplied, which provides details of the scheme and contact details to feed back views.

Audience	Objectives	Messages / Key Points	Suggested Channels of Communication
<b>Local residents/cyclists</b>	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern	<p>Online survey with details of scheme/indicative drawings to assist with completing the survey.</p> <p>Promote survey through NLC website and social media channels.</p> <p>Information displayed in bus timetable cases along the route</p>
<b>Local residents along the route</b>	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern	Letters to all households with visuals for the proposals. Direct them to the online survey to complete. Include Contact Centre details to assist with completing online survey if required.
<b>Emergency Services</b>	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern	Information pack supplied, which provides details of the scheme and contact details to feedback views.
<b>Waste</b>	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern. Ensure that the proposals don't impede Refuse Collection Vehicles	Information pack supplied, which provides details of the scheme. Virtual meeting and/or site visit to discuss proposals, if required
<b>Bus operators</b>	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern. Demonstrate that the proposals don't impede buses	Information pack supplied, which provides details of the scheme. Virtual meeting and/or site visit to discuss proposals, if required
<b>Youth Council</b>	Communicate aims of the Active Travel Fund and how the proposals meet these.	Gain support for the proposals and identify any areas of concern.	Information pack supplied, which provides details of the scheme and contact details to feedback views.