| **Active Travel Fund** Consultation Plan Summary | Leicester City Council logo |
| --- | --- |

| **Stage 1** Elected Members & Officer review of schemes |
| --- |
| Using local knowledge and expertise of Elected Members and Officers to review the suitability of proposed schemes and assess integration with ongoing schemes |
| **Timeline:** December 2020 – January 2021 |

| **Stage 2** Scheme consultation & engagement |
| --- |
| Detailed consultation with key stakeholder on individual scheme proposals and assessment of community response using surveys |
| * Safer Streets | Healthier Neighbourhoods **Timeline:** February - July 2021      * Key Worker Corridors **Timeline:** March - June 2021 |

| **Stage 3** Reporting survey results |
| --- |
| Reporting survey results and conclusions to all stakeholders through Elected Member and MP briefings, website, social media and press release |
| **Target date:** February / March 2021 |

| **Stage 4** Scheme monitoring & ongoing consultation |
| --- |
| Gather data and feedback on:   * Walking, cycling, traffic flows and air quality * Specific scheme features, operational issues and suggested changes * Views and attitudes of residents and businesses |
| **Timeline:** 6 & 12 months after opening |

| **Stage 5** Final report |
| --- |
| Aim: to complete analysis and reporting across all schemes and confirm which scheme are to be made permanent |
| **Timeline:** March 2022 |

**Active Travel Fund**  
Consultation Plan Summary  
  
  
This note explains who, how and when we will consult on our Active Travel Fund (ATF) projects

| **Who?** |  |  |
| --- | --- | --- |
| **Political Leads** | **Key Stakeholders** | **Local People** |
| * City Mayor then * Elected Members then * Ward Councillors & MPs | * Emergency services * Bus operators * Refuse collection * Royal Mail * Disability groups * Bus users panel * Satnav operators | * Residents * Businesses * Schools & colleges * Community groups * Places of worship |

| **Stage 1** Elected Members & Officer review of schemes |  |  |
| --- | --- | --- |
| Who | How | When |
| City Mayor and Elected Members | Briefings / meetings | October 2020 / January 2021 |
| Local MPs | Briefings / meetings | January / February 2021 |

| **Stage 2** Scheme consultation and engagement |  |  |
| --- | --- | --- |
| **Who** | **How\*** | **When** |
| Elected Members including MPs | Letters with plans, briefings, on-site meetings as required | Week 1 |
| Key Stakeholders | Letters with plans, briefings, online / on-site meetings as required | Week 2 & 3 |
| Residents and businesses within the neighbourhoods and within 100m of the schemes | Leaflet drop describing the scheme including a plan of the interventions. Includes feedback questionnaire with pre-paid reply | Week 4 & 5 |
| Residents and businesses within the neighbourhoods and within 100m of the schemes | Neighbourhood exhibitions outlining the scheme and talking through the interventions | Week 4 & 5 |
| Residents and businesses within the neighbourhoods and within 100m of the schemes | Online ‘exhibitions’ outlining the scheme and talking through interventions | Week 4 & 5 |
| Schools within the area | Meeting senior school staff | Week 4 & 5 |
| Review comments |  | Week 6 & 7 |
| Re-consult those residents / businesses affected by any changes to the proposals |  | Week 8 & 9 |
| Reporting to Elected Members |  | Week 10 |
| Letter to Department of Transport reporting results of consultation |  | Week 10 |
| Notices of final scheme design and any supporting experimental traffic regulation orders posted on-site and online |  | Week 10 |
| **Note:** feedback questionnaires will be completed in all cases in this section | **\***Consultation actions will vary depending on the nature of the scheme |  |