

Appendix A - Local Transport Plan 4 Programme

	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	
Set up	Produce programme																	
	Schedule and attend monthly meetings with Portfolio Holder																	
	Identify sources of information for chapter headings																	
	Take Programme to DMT		DMT															
	Take Programme to Project Board (in conjunction with Total Transport Programme)			PB - 18 th														
	Take Programme to SMT (in conjunction with Total Transport Programme)			SMT - 19 th														
Introduction	Take programme to Informal Cabinet (in conjunction with Total Transport Programme)			IC - 2 nd														
	Gather information																	
Achievements	Prepare Introduction chapter																	
	Prepare achievements chapter																	
Stakeholder engagement	Take chapter to Project Board			PB														
	Identify groups to engage with																	
	Identify means of engagement																	
	Draft questions/ surveys																	
	Prepare stakeholder engagement plan																	
	Take joint engagement plan (including draft survey) to Project Board			PB - 18 th														
	Take joint engagement plan to SMT (in conjunction with Total Transport Programme)			SMT - 19 th														
	Take joint engagement plan (including draft survey) to Informal Cabinet				IC - 2 nd													
	Finalise survey																	
	Print surveys ready for distribution with Council Tax letter																	
	Prepare promotional materials, questionnaires and pre meeting briefs																	
	Book in stakeholder events, Parish event and meetings with key officers																	
	Book in stakeholder events																	
	Data Gathering from other sources	Launch survey and events				10 th												
Identify other sources of information																		
Identify from these sources, the issues facing transport																		
LDP - including consultation																		
Policies																		
Neighborhood Plans																		
Planning Policy Surveys																		
Employment Survey																		
Economic Development Survey																		
Total Transport Review - findings																		
Transport Modelling - findings																		
Creating a Safer Community - meet with key stake holders/ gather data																		
Creating an Active and Enriched Community - meet with key stake holders/ gather data																		
Creating a Safer Community - meet with key stake holders/ gather data																		
Creating a brighter future for all- meet with key stake holders/ gather data																		
Meeting the health and well being needs- meet with key stake holders/ gather data																		
Creating a sustained environment - meet with key stake holders/ gather data																		
Building our infrastructure - meet with key stake holders/ gather data																		
Data analysis/ identification of problems and solutions		Parish engagement event																
		Stakeholder engagement event																
	Other currently unidentified sources of information																	
	Gather consultation and event responses																	
	Add information to evidence base																	
	Identify problems faced (from consultation and data gathering exercise)																	
	Identify solutions																	
	Prepare briefing note outlining the challenges + solutions (linking to strategic aim chapters)																	
	Prepare Consultation Chapter																	
	Add information to evidence base																	
Supporting documents	Take report/ briefing note to Project Board																	
	Take report/ briefing note to DMT																	
	Take report/ briefing note to SMT																	
	Take report/ briefing note to Cabinet																	
	Prepare the Strategic Environmental Assessment																	
	Submit for approval																	
Write up S.Aim Chapters	Prepare the Health Impact Assessment																	
	Submit for approval																	
Monitoring, performance and targets	Prepapre Equality Impact Assessment																	
	Submit for approval																	
Evidence base	Take supporting documents to Project Board																	
	Write up all Strategic Aim chapters																	
Finalising	Take to Project Board																	
	Identify means of monitoring																	
	Prepare a chapter outlining suggestions																	
	Take Chapter to the Project Board																	
Approval and launch	Prepare evidence base																	
	Prepare the Foreword																	
	Prepare the Executive summary																	
	Update Introduction with current figures/ policies/ budgets																	
	Index																	
	Format																	
Approval and launch	Take final version to Project Board																	
	Take final version to DMT																	
	Take final version to SMT																	
	Take final version to Informal Cabinet																	
	Take final version to Cabint																	
	Take final version to Scrutiny																	
	Take final version to Full Council																	
	Launch LTP4																	

KEY
 Ongoing
 Meetings