## Colchester School Neighbourhood (Delivery Programme)

Trial Window Lead Person RAG Notes April May June July August September Year 1: Inception Meeting with ECC and site visit RW Inception Meeting with ECC and site visit

Recruit Engagement Officer

Engagement Officer Start Date (RW to cover role prior to start date)

Engagement Officer Induction/Training tailored to the requirements of the project RW RW Project Documentation & Methodology: Develop **Communications Plan**, and then deliver throughout the project including press releases, social media, posters leaflets etc. RW Develop Monitoring Framework, including liaison with RMU
Design Engagement Process Methodology
Obtain CAD base plans from ECC
Research/Monitoring & Engagement Resources: MJ Research and analyse existing initiatives, strategies etc. Appoint Streets Systems fro camera monitoring MJ view after stage 1 engagemen Collected baseline camera monitoring information with Streets Systems 11/11/2019 Purchase materials for pop-up engagement events, and prepare supporting documents such as sign in sheets. RW Set-up on-line mapping system/survey MJ Purchase Street kit and organise across.

Initial Contact with Stakeholders and Delivery Partners: Purchase Street kit and organise storage 30/09/2019 **Presentation** of potential changes **to Highways Team** to flag early concerns, information requirements. resentation at ECC Design Forum orkshop & on-site meeting with Vicky Identification and **initial meetings with stakeholders** (Including schools, Ward Councillors, Local Businesses etc.) Carried out by WM, and will be on-going during project delivery RW -Provide opportunity to review and shape planned engagement approach - Stakeholder mapping Project Governance: Establish **governance structure** (including project panel and Working Groups). Attend steering group meetings and project meetings MJ worked with HA to confirm RW coring table used as part of W1 trials BA to be confirmed by ECC Define scoring/cost benefit matrix with ECC ECC Catch-ups & Reporting
Weekly catch-ups are conducted via Skype with ECC and a
meeting/reporting schedule has been agreed: Established and structured by MJ with support from WM (August report is RW/WM

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School Hubs: Fiveways Primary School, Stanway Secondary, Stanway Primary School														
	Phase 1: Raising Awareness, Engagement & Pop-ups: Engage all stakeholders including businesses within the catchment of the hubs to establish aspirations/concerns key active travel routes.  -Recruit Project Champions -Deliver survey including on-line version - Eye catching activities to support the Pop-ups	Both phases need to be completed prior to summer holidays	RW		Delivered by WM with support from RW/MJ									
Raising Awareness	Phase 2: Workshop Design Development: Planning for Real workshops to map aspirations/concerns/active travel routes and develop initial design ideas. Workshops to be delivered to all stakeholders in the hubs catchment.  - Mapping will also be made available on-line	·	MJ		Materials provided by MJ and workshops delivered by WM									
	Analysis of findings from Phase 1-2 translated into August report and use to develop trial layout plans.		МЈ		Analysis and inputting carried out by MJ/WM									
	Produce RA's and supporting plans for trial delivery, and liaise with delivery partners.		МЈ		MM to support this element with Highway Engineering expertise									
	Street kit trial permissions: Approval from Steering Group, Essex Highways, which will require supporting layout plans and assessment matrix		МЈ		MM to support this element with Highway Engineering expertise									
a	Street Kit Trials & Events				•									
Change	Survey materials and Monitoring arrangements put in place		МЛ											
Empowering Change	Monitoring of trials using go-pro-camera and in-house heat map approach.		МЈ		Street Systems are able to do this as part of there current commission value									
Ē	Trials set-up on Winstree Road using street kit		МЈ		WM to support set-up delivery and potential involvement of champions									
	Deliver <b>on-street activities</b> to support street kit installation period and feedback findings from Phases 1-2 including how they have informed the trial		WM		Activities to help promote the potential of the street that can be unlocked									
	Collect feedback on trial ideas via on street/on-line surveys and voting.		WM											
School	lub: Lexden Springs (Special School) Opens September 2019					<u> </u>								
Awareness	Establish links with Lexden Springs to embed them into the project process, and link the project with the schools opening.  Raise Awareness with wider SS pupil community following yr7 engagement.		WM		MI to support these events (support while PO is recruited)									
Raising	Deliver workshop/s with the school which connects the pupils with the pop- up engagement we are doing in this location.  Due to the change of dynamic in this location with the schools opening, a trial is not going to be delivered. However during the trial window engagement will be carried out in this location using the large comments mapping.		WM											
School	Connected with Trials and Key Routes: (Scope for project champions to b	be involved)												
Empowering Change	Workshop 1 – Connecting Schools with Trials: Workshop which connects each school (with the exception of Lexden) with there nearest street trial, and gains feedback on the concept designs.		WM		There is flexibility to combine these workshops into one session depending									
	Workshop 2 – Key Routes/Park and Stride: This workshop will develop the park and stride element of the project, linking it with key active travel routes and identifying opportunities and barriers.		WM		on time/structure of the session the schools can offer.									

Year 2:										Trial W	/indow						
Task		Key Dates	Lead Person	RAG	Notes	April	May	June	July	August	September	October	November	December	January	February	March
sı	Recruitment & Staff Training: (Gillian)																
	Recruit Engagement Officer		МЈ														
rement	Engagement Officer Start Date	30/03/2020	МЈ														
Requi	Engagement Officer Induction/Training tailored to the requirements of the project		МЈ		MJ Supporting GL to arrange training within restraints of C19												
in	Project Documentation & Methodology: (C19 Revisions)																
New Officer & C19 Planning Requirements	Refresh and deliver <b>communications plan</b> exploring the role of social media to promote the project in response to C19 restrictions and opportunities		GL														
fficer &	Monitoring Framework, updated to reflect C19 changes in engagement and trial delivery.		МЈ		MJ to Liaise with RMU and Street Systems												
New O	Refresh <b>engagement</b> methodology looking at opportunities and the role of on-line engagement in response to C19.		GL														
	Liaise with key project stakeholders to introduce Gillian and gain support for the revised engagement approach.		GL		As part of the initial contact with schools a new schools representative will be investigated												
	Year 1 Feedback & Additional Community Engagement: (Working Wit	thin C19 Restrictions	s/Opportuniti	es)													
	Window 1 Trial feedback & Year 2 Delivery: Project Leam Reporting: The findings and voting results from the window 1 trials will be presented to the project team. How these findings shape year 2 delivery along with C19 considerations will also be presented. Stakeholder Newsletter: Update since the last trials, introducing online engagement and adjustments in response to C19		MJ		GL will support MJ to produce the project reporting materials, and will lead on the stakeholder update Newsletter												
Raising Awareness	Online Engagement: (Trial refinement & behaviour change) Introduce the plans for the trials, gain community feedback, suggestions and comments.  Online questionnaire: To help understand opinions on the first trial but also to understand why modes of transport are chosen – this will help shape the behaviour change messaging later in the year.  Online activities which link to the main engagement. This could include, lessons to help them understand the engagement and linking to the main online mapping tool / questionnaire.		GL														
	Street Pop-ups & Street Party (Restrictions Lifted) The role of this stage is to connect with stakeholders face to face if restrictions are lifted Pop-ups around the area to gather feedback on the previous and planned trials. Street party purpose to gain feedback but can also be an opportunity to offer services which may help behaviour change such as Dr Bilke; bilke safety information, health-benefit-info-		GL														
	Street Pop-ups & Street Party (Restrictions Not Lifted) July is a continuation of the online engagement — to evolve depending on response rates and general feedback and the street pop ups are removed. Targeted engagement with key stakeholder groups, perhaps creation of forums held using Zoom / Skype or similar.  Street party moves to early September and is branded as a 'Big Launch Event' for the trials and can be used to make sure people know about what is going on-		GL														
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February	March

	Trial Delivery:															
	Trial Designs & Permissions: Approval from Steering Group including Essex Highways, which will require supporting layout plans RA's and assessment matrix. Materials to be used during trials to transfer designs onto the ground. Street kits will be utilised as well as other fast and light materials such as temporary paint, planters.		МЈ													
	Mobilising for trial delivery: Orders placed for materials, and support/organisation put in place from other Sustrans teams (London)/community to install the trials. Traffic management permissions, and measures organised		МЈ													
	Ensure monitoring and survey materials are in place for the window 2 trials.		МЈ													
Taking Action	Behaviour change / Preparation for the trials: Very light touch, GL using on-line platforms to raise awareness of the trials.  Walk or bike to school challenge: (Linked with park & stride) This is designed to help encourage behaviour change, will start in advance of the trails so that people have time to prepare. This could be things like nature trails, mindful walking etc. Could combine with a classroom activity.		GL													
-	Trial Delivery (window 2)															
	<b>Trials set-up</b> on Winstree Road using street kit and additional materials to support types of trials.		MJ		GL to support set-up delivery and potential involvement of champions											
	<b>On-Line Engagement</b> to maximise impact of trials and to gauge opinion using survey		GL													
	Monitoring: Street Systems to carryout video monitoring to gauge impact of trials.		МЈ													
	Trial Decommissioning & Analysis:															
	Removal of trial elements including transfer to schools: Trials to be decommissioned, and materials transferred to schools or if possible left in place with ECC permission.		GL													
	Analysis:  Analysis of monitoring findings in relation to baseline, and community feedback survey.		MJ													
	Concept Designs:  Amendments to concept designs (in CAD) resulting from trials, which will provide a longer term vision for Winstree Road.		МЈ		Senior Engineer to support the delivery of these elements											
	Legacy Activities:															
75	Project Newsletter: Thanking those who participated in the trials, explain the mechanisms for feedback and generally tell a positive story of the trials.		GL													
.egac	Final Project Reporting, Workshop & Handover:				· · · · · · · · · · · · · · · · · · ·											
Project Legacy	Project monitoring incorporated into final report		МЈ													
Proj	Final project report capturing project findings and recommendations		МЈ													
<u>.</u>	Presentation & Workshop: Report and recommendations presented to project partners including workshop: -To explore next steps for Winstree Rd capital delivery -identify other locations where the Winstree Rd approach is needed.		MJ													

