## Appendix A Two stage Consultation and engagement process

DATE (Month 1 & 2)

PREPARATION AND PRE-CONSULTATION BRIEFING

Agreement of key messages and FAQs

Preparation of introductory consultation materials

Engagement strategy briefings with:

- (1) Key Directors
- (2) Portfolio Holder
- (3) Ward Members

DATE (Month 3)

PHASE ONE CONSULTATION ON PRINCIPLES

Introductory leaflets issued to local residents

Tailored emails issued to other key stakeholder organisations

Press release issued with supporting social media

Consultation portal goes live with introductory information and questionnaire

Consultation drop-in events held or digital alternative

**DATE** (Month 5 or 6) PHASE TWO

CONSULTATION ON DETAILED DESIGN

Leaflets issued to local residents

Tailored emails issued to other key stakeholder organisations

Press release issued with supporting social media

Consultation portal updated with detailed design information and feedback questionnaire

Consultation drop-in events held or digital alternative

DATE (Month 7, 8 or 9)
PLANNING
SUBMISSION

Webpages regularly updated with details of final scheme design and news of planning submission

[Potential: leaflets issued to local residents to inform them of final scheme design]

Continued dialogue with key stakeholders to update them on progress

Press release on planning approval