

Highways and Transport Major Projects

Engagement Process

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1.0 Scope

In this document we consider major Highways and Transport (H&T) infrastructure projects to be all of the following. Projects that are:

- Of a value greater than £0.35m
- Managed by the Regeneration Partnership
- But does not include Local Transport Plan (LTP) funded works and routine maintenance

Projects that have been consulted on through the planning process will not be consulted on through the process defined in this document.

From this point forward major Highways and Transport (H&T) projects will be referred to as 'major projects'.

2.0 Publish projects on webpage for comment

All major projects contained in the Infrastructure Development Plan (IDP) and Highways Strategy (HS) (and any other strategy) will be open for comment on the Council's consultation webpage on a continuous basis to allow views to be considered where appropriate. This is defined as informal consultation. The list of projects open to comment will be maintained by ENGIE on behalf of NELC who act as the Highway Authority. Projects will be removed from the list when formal consultation closes on the draft detailed design so that all representations can be collated and considered. This webpage will also include the option to submit views on major projects for which a current bid is being progressed but which is not a published project on the HS or IDP.

2.1 Pre-bid preliminary design

Before the opportunity to bid arises, pre-bid preliminary design options for schemes will be created. These will be consulted on with the portfolio holders, ward councillors and scrutiny as and when created. There may be an opportunity to bid on a project which has not had a pre-bid preliminary design but occurrences will be the exception.

3.0 Opportunity to bid

The bid will be put together with consideration of those views received from the informal consultation process and input from the portfolio holders, ward councillors and scrutiny as detailed in item [2.1](#). In some cases the informal consultation in item [2.0](#) will add weight to the funding bid. Ward councillors of wards affected by the project and scrutiny will be informed about the opportunity to bid. The portfolio holders will be consulted about the bid and give the approval to bid.

There may be an opportunity to bid on a specific project which has not previously been published on the consultation webpage. These occurrences will be the exception however in this instance the project will be made available for comment on the consultation webpage and ward councillors of wards affected by the project and Scrutiny will be informed about the opportunity to bid. The portfolio holders will be consulted about the bid and give approval to bid. The media will also be informed to provide the public with the earliest information about the bid opportunity.

3.1 Bid is successful /unsuccessful

If the bid is unsuccessful there will be no media announcement and the project will be held until the next opportunity to bid, maintaining its place on the list of projects published for comment. If the bid is successful the portfolio holders will be informed along with the ward councillors, scrutiny and the media. The proposal will then move to the draft detailed design stage.

4.0 Draft detailed design / Options

The draft detailed design will be developed with consideration of the public, scrutiny and councillor comments. The draft detailed design will be presented to the portfolio holders, leader, deputy leader for comment. It will then be presented to ward councillors for comment and then taken back to portfolio holders for approval to consult.

5.0 Formal Consultation

5.1 Funder run consultations

If the funder of the project has their own designated process for consultation and engagement, this will take precedence. If this consultation falls short of the consultation approach defined [5.2](#) then the Highways Authority will enhance the consultation to bring it in line with the approved approach.

Consultation on the draft detailed design will always contain the following elements.

5.2 Council standard consultation

- **Media release** to launch the consultation
- Put the draft detailed design on the council's **consultation webpage**
- Create a **survey** to gauge the public support for the proposal. Further details available at [5.2.1](#).
- **Social media** posts to be sent out 3 times a week every week on the NELC Facebook page and once or twice a day for a week on twitter upon opening and closing of the consultation.
- **Face to face** for businesses that will be directly affected by the works.
- **Letter drop** for those areas within [close vicinity](#)* of the works
- A **public event** will be held if there is sufficient public interest. This will be gauged from the question in the survey. Do you feel like you need to attend a public event to obtain more information?. If 15 or more people indicate that they would need to attend a public event then one will be held. Alternatively, if fewer than 15 people are interested, they may be invited into the office to discuss their concerns.
- Include **signage at the location** advertising the consultation.

5.2.1 Survey

Create a survey to allow all stakeholders to comment on the draft detailed design. Sufficient information should be given to allow informed decisions to be made by the public.

Content

The survey will:

Explain

- The reasons behind the proposed works
- What is being proposed
- What the outcomes will be

- That this is a proposal and will be finalised with the consideration of this consultation.

If appropriate show a photo/plan of the project.

Ask

- Are you responding as,
 - A resident (house number & postcode)
 - An organisation (name)
 - Town or parish council (name)
 - Other (please detail)
- Do the proposed works meet the outcomes?
(Yes/ Mostly/ Partly/ No/ Don't know)
- If Mostly/Partly/No,
Is there anything that could be changed to help meet these outcomes?
- Is there anything we need to be aware of?
- Do you feel like you need to meet a member of the highways team to obtain more information?
If Yes, We will hold a public event if there are 15 or more persons interested.
You can provide your email address to be informed of this event.
- Any other comments
- Would you like to be informed of the detailed design?
If so enter your email.

5.2.3 Duration

The consultation will be held for 4 weeks unless consulting for this long would jeopardise the project. For projects that are considered to be more contentious this period can be extended by the project manager.

5.2.4 Stakeholders/audience

- All residents in the close vicinity* of the works
- Portfolio holders
- Ward councillors
- Local businesses, and organisations in the close vicinity* of the works
- Parish/town councils
- Local forums/residents groups (as identified by ward councillors)
- Emergency services
- Bus operators

5.3. Results

An informal briefing with the portfolio holders will be arranged for the project manager to present the post-consultation report.

6.0 Update Scrutiny

The Project manager will write and present post-consultation report to scrutiny which will include proposals on changes to the draft detailed design.

In the event that substantial changes to the scheme arise from the consultation the project manager will consider consulting again if necessary.

7.0 Cabinet Decision

The results of the consultation and recommendations to progress with detailed design or to re-consult will be submitted to cabinet for approval. Cabinet will be made aware of the potential risks to the delivery of the project from re-consulting. A recommendation to re-consult will not be made a second time.

If the proposal is approved it will be published in the cabinet/council minutes and announced in the media.

8.0 Detailed Design

After the cabinet decision to move to detailed design the detailed design will be drawn up in line with the proposals at cabinet and progressed to the tender stage under delegated powers.

9.0 Tender/contract & Pre-works start engagement

Engagement to inform contract awarded, when the works will start and the duration. This engagement activity will happen a minimum of 2 weeks before commencement of work. Engagement includes:

- Highway design team manager to send e-mail notification to ward councillors, portfolio holders, parish councils and the director of economy and growth.
- Design engineer to prepare follow up residents/ businesses pre-commencement letter and arrange for it to be delivered.
- Design engineer to issue a roadwork notification to the standard list of stakeholders.
- Design engineer to arrange for on-site advance notification signs to be erected.
- Design engineer to arrange for media release to be issued by partnership engagement manager.
- Design engineer to arrange email notification to those that wished to be informed about the detailed design.

10.0 Definitions

10.1 Close vicinity*

Close vicinity will be determined by the Highways authority.

This will include **residencies and organisations**:

- Along the length of the works including 50 metres either side
- In **culs-de-sac** contained within the area of works
- On the first 50m of **any side streets** which have an entrance within the area of works.

11.0 Process/actions Diagram

The process of the suggested actions is in diagram form below. The process offers 5 opportunities for the media to report on the developments of a particular project. It is very unlikely that there will be stakeholders that are unaware of the proposed project.

Process

Actions

