Project Itinerary

30/04/18 **Helensburgh Placemaking**

Engagement Event #	Activity	PROCESS	w/c	Number of Days	Confirmed Dates		WM availability	30 April	7 May	14 May	21 May	28 May	4 June	11 June	18 June	25 June	2 July	9 July	16 July	23 July	30 July	6 August	13 August	20 August	27 August
	Inception workshop / client meeting																								
	Desk-based research																								
			Baseline Contents List																						
1	Initial A+BC Introduction	Introductory talk at planning conference, Drop in within council building , 1-2-1 with community council, 1-2-1 with MoD representative	Planning Conference - Introduction to project, Meeting with Community Council , Meeting with Navy	0.5 day		25th April																			
	Launch Facebook page	NAME: Helensburgh Placemaking, min of 1 post per day, used to gain digital contirbution to the place standard	Launch Facebook page with summary infographics of place standard and other baseline review			w/c 14th May																			
3	Public Launch: on-street engagements with cart Helensburgh / Faslane	On street with cart using Place Standard wheel to gain peoples current feelings about Helensburgh and an ideas bank for what Helensburgh could be in the future. LINE of Questioning to be agreed in advance and a set of baseline posters will be created to show where Helensburgh is at now.	1 days in town centre / 1 day in key areas including Naval Families Centre, Swimming Pool, School get out. This will garner the widest diversity of demograph with focus directed at harder-to-reach localities to broadly discuss the vision and community needs / aspirations	0.5 day in town, 0.5 day in community	**22nd May - Cart On-street Engagement**		14th / 17th / 18th																			
5	Community and business leaders engagement	Undertake place standard exercise and visioning exercise to add to the ideas bank	Encourage group and stakeholder attendance where possible. Open to public as well - will be promoted via social media and press release.	0.5 day with other community, 0.5 day officer de-brief , 0.5 chamber commerce, and general public	**24th May - Youth Forum workshop** **29th May - Public engagement events, 2-4pm and 6-8pm at Helensburgh Civic Centre.** **4th June - Community Council meeting**	Public meetings w/c 28th May	21st / 22nd aft / 23rd /25th																			
	Baseline report complete		Baseline report complete			28th May																			
	Faslane/HMNB Clyde engagement	Cart Engagement; Personel meeting; Support officers meeting.	Meetings and cart engagement all on one day, given complications of security arrangements for multiple days. Further clarification after 21st May when contact is back from leave.	1 day	**31st May - Faslane engagement**																				
6	Community Pot Luck	Evening event that is a round table meal with allowing people to contribute to the placestandard while also adding to the ideas bank. Informal in tone, will enact the place standard in a more active manner, getting attendees on their feet after the meal to discuss and playfully explore place standard topics.	Creating a route to take in key sites and organisations that require focus within the masterplan. ICA will provide some catering and encourage group participation in providing catering also.	0.5 day	**Monday 4th June - Civic Centre Potluck**																				
	Online publishing of arising pilot projects	Ideas bank published on facebook gradually to spark conversation	Create short summaries of projects arising and ask for comments and discussion			w/c 11th june																			
7	Community BBQ	Ideas bank summarised and presented, community asked to add to them and group them into their priorities	Bringing families together to understand their needs more specifically and to consider the requirements of new families to the area, James street play park (farmers market)	1 day		w/c 18th June	18th / 19th / 20th / 21st																		
9	Stakeholder review of Projects and Actionplan to understand connections and potential	All findings to date presented and reviewed, invitation to sector experts and influential stakeholders to add to conversation and sense check the emerging action plan.		1 day		w/c 25th June	25th / 27th / 28th/ 29th																		
	Draft Report	All finding summarised into a report with both visualisations, timeline and scale of projects	Containing draft vision and masterplan, high level costings, resource implications and timescales for the			w/c 9th July																			
10	Concluding workshop to verify outcomes	Draft report presented at open workshop where stakeholders and community with agree to the action plan and a shared vision for achieving this	An open-invite workshop for everyone engaged throughout the project to understand the proposed outcomes and verify their purpose and means for delivery	0.5 day		w/c 6th Aug																			
	Final Report	Final report and process outline report submitted	Delivery of the final outcome taking into account the findings of the Concluding workshop			w/c 20th Aug																			