
New University of Peterborough



New University of Peterborough

Communications Plan

Revision 1 for agreement

November 2019

1.0 Communication Framework

Executive Summary

The purpose of this document is to outline the approach to communications for the New University of Peterborough project. This document should act as a set of overarching instructions to ensure the correct procedure for communication is followed throughout the project.

This document outlines the communication protocol and the specific communication governance for this project which, unless specifically instructed by the Project Board and/or the CPCA Project Lead, should always be followed for the duration of the project. It also lists key external and internal stakeholders that will need to be consulted throughout the project and the public consultation process.

Introduction

This communications strategy will provide a high-level overview of the communications with internal and external stakeholders and the strategy that will be adopted at each stage in the project, outlining the persons responsible for communications and their responsibilities.

Throughout the project progress, the communications strategy will be developed and updated accordingly to include the following:

1. Outline whom will be communicated with a list of all stakeholders including name responsibility.
2. What will be communicated
3. When it will be communicated
4. How it will be communicated
5. And the format of those communications

Governance and Approvals of Communication

Persons Responsible for communications:

The following list identifies the parties responsible for communication and their responsibilities:

- **CPCA Project Lead** who is the main CPCA point of contact and has overall responsibility for the project.
- **CPCA & PCC Communications team** – The communications team will issue all public messages once approved.
- **PCC** - PCC are part of the JV and providing the land for the project.
- **Higher Education Partner** – The third part of the JV agreement. The HEP will operate the new university.
- **Planning Consultant (Pegasus)** is responsible for input into external engagement and will liaise directly with Neighborhood communications officer.
- **The Lead Consultant (Mace)** will contribute to development of the stakeholder engagement strategy for each of the above work streams and work within the agreed communications strategy for the consultation with all stakeholders.

Communications for the project will be approved by the following parties;

New University of Peterborough (NUOP) Project Board:

The Project Board will meet monthly chaired by Mace to facilitate project communications regarding the new University project and ensure consistency of message and alignment with CPCA, PCC and HEP external public announcements.

Communications to internal and external stakeholders will be approved by the lead members of the project board and CPCA & PCC communications team prior to publication in line with the progressive engagement plan.

1. CPCA and PCC communications team

To own and be responsible for communications both internally and externally in all matters relating to the New University of Peterborough communications, ensuring that they share, coordinate and seek comment from other members within the group and/or members of the projects within the project team.

Provide information to other parties in timely manner to inform their communication strategy and inform opportunities for engagement.

2. CPCA Projects Lead / Mace External Project Manager

Responsible for ensuring that the project communications strategy is defined and approved by the Project Board.

Communicate the development of the Project to all stakeholders through appropriate management and procedures including chairing regular client meetings.

Single point of contact for the design team, appointed consultants and Contractors associated with the delivery of the new university project.

Responsible for providing technical information via appointed consultants in accordance with the approved brief.

To provide information to other groups in timely manner to inform their communication strategy.

Responsible for external communication to third party stakeholders via appointed consultants.

Responsible for consultation with Technical Stakeholders

Aims of public consultation activity

In addition to informing and updating stakeholders about the project and giving them a chance to meet the design team and see the concept designs, the public engagement phase, from February 2020, will offer residents, centre users, businesses and other stakeholders the opportunity to:

- Help shape the look and feel of the final design of the university by considering the artist's impressions of the concept designs, the architect's proposed design principles, the proposed elevations and internal layout.
- Share their preferences around the style options where there is choice available within a range of potential alternatives where appropriate. Note: While there is scope for input with some building elements for the new university, there are some elements which are driven by the budget and the curriculum, and part of the engagement work will be to explain this in terms of both needs and affordability.

Information gathered from stakeholders will help shape a proposed scheme which will be subject to a formal pre-application consultation scheduled for Q1 2020. Evidence of public engagement and consultation will form part of the planning application.

Aims of communications activity

- To explain to key stakeholders in a timely manner the concept designs for re-development and encourage positive engagement in the process, through stakeholders attending the exhibition sessions, sharing ideas/feedback and completing the survey.
- To recognise and understand the project's significant long-term benefits for the city of Peterborough, and the fact the local authority has been and continues to make positive progress.
- To ensure that information about the concept designs, next steps and wider project are communicated accurately in line with the key messages, that the key questions are answered consistently, that stakeholders are engaged in the appropriate order and are aware of the elements they can influence at different stages of the project.
- To increase the chances of accurate, positive and timely media coverage (and social media activity) of the project, including harnessing the media to assist with effective advanced publicity of the exhibition sessions.
- To reduce the risk of leaks/misinformation/rumour, and to encourage all key stakeholders to make a positive and constructive contribution towards developing the project further, rather than fixating on the short or long-term affects to staff, centre users and seafront businesses.

Stage Communication Plan

The project communication plan will need to be reviewed regularly by each member of the communications team and project board.

The project board will meet at monthly intervals and agree the engagement strategy for that phase.

The communication plan must list both internal and external engagement opportunities including planning consultation. If an engagement opportunity is postponed or cancelled this must be listed and the reasons given why.

The program of public consultation actions can be found in **Appendix A**.

Engagement Matrix

An engagement matrix has been developed which lists the key messages/themes of the project, which stage they are in and which stakeholder groups these can be communicated to. It also lists key 'no go' messages for each stage in Appendix C.

This document is owned by Mace and will require input from various parties including the project team, project board, CPCA, PCC, and the HEP as and when required.

Please refer to **Appendix B** for a list of stakeholders and levels of engagement.

Level of communication and key stakeholders

Levels of engagement range from informing and involving stakeholders to partnering with those with shared responsibility for the success of the project.

Internal audiences should be given the information to systematically engage with the programme by:

- Understanding the engagement opportunities and the timeline so they know when key decisions are being agreed and how they can be involved in those decisions
- Being invited to collaborate and feedback in advance of external audiences e.g.: through face to face events, such as discussion workshops

For example, throughout the RIBA stages technical stakeholders and user groups will be consulted for feedback on the proposals.

In addition to the internal stakeholders there are many external stakeholders that must be consulted throughout the project. External individuals and groups will be consulted with through staffed sessions at a public exhibition. All exhibition materials should also be made available online.

Please refer to **Appendix C** for the key messages for the project.

Measuring successful communications

The local authority will measure the effectiveness of the communications and engagement activity, against the above aims, by looking at the following:

- The number of stakeholders who a) attend the exhibition sessions and b) complete the survey and c) visit the consultations web page.
- The quality (particularly accuracy and positioning) of media coverage in local and regional media, both in advance of and during the engagement period.
- The general level of public awareness of the engagement activity happening and the views that people express about the project on media/social media, and how close these are to the key messages.
- The level and growth in positive responses to the local authorities' social media posts about the project – especially the number of likes, comments and re-tweets by key stakeholders.
- Feedback from councillors and senior staff.

Appendices

Appendix A – Public Consultation programme (to remain live)

No.	Action	OCT	OCT	OCT	OCT			NOV	NOV	NOV	NOV			DEC	DEC	DEC	DEC	DEC			JAN	JAN	JAN	JAN			FEB	FEB	FEB	FEB
		7th	14th	21st	28th			4th	11th	18th	25th			2nd	9th	16th	23rd	30th			6th	13th	20th	27th			3rd	10th	17th	24th
1	Initial meeting with Marketing team																													
2	Confirm responsibilities of actions																													
3	Confirm and book venue																													
4	Marketing/advertising, website information, leaflet drop																													
5	MCW to produce Architectural concept drawings and mood boards																													
6	CPCA approval of mood boards																													
7	Public consultation and meet the team day																													

Appendix B – Stakeholder register and communications matrix (to remain live)

ID	Stakeholder Register	Engaged	Contact Details	Meetings Held	Meeting Scheduled	Method of communication	Comments
Main CPCA Stakeholders							
1	Mayor James Palmer, RA – Marina Bonnett	Yes	Mayors office, Ely	N/A	N/A	Email, Phone, meetings	Political interest in the project
2	Councillor John Holdich OBE (Sunturpe Ward)	Yes	1 Rectory Lane, Grinton, Peterborough, PE6 7LR john.holdich@peterborough.gov.uk	Monthly PTM	PTM & DTM 21.11.2019	Email, Phone, meetings	Cir Holdich is the lead councillor on the project
3	John T Hill	Yes	john.hill@cambridgeprocurement.co.uk	Monthly PTM	PTM & DTM 21.11.2019	Email, Phone, meetings	John T Hill is the director of business & skills for CPCA
4	Kim Cooke	Yes	kim.cooke@cambridgeprocurement.co.uk	Monthly PTM	PTM & DTM 21.11.2019	Email, Phone, meetings	Kim is the CPCA lead for the project
5	Held Parker	Yes	held.parker@cambridgeprocurement.co.uk	Procurement	PTM & DTM 21.11.2019	Email, Phone, meetings	Held is the procurement manager for CPCA
Technical Stakeholders / Project Team							
6	Tony Dale (Mace)	Yes	tony.dale@macegroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Tony is the lead PM for the lead consultant (Mace)
7	Daniel Wright (Mace)	Yes	daniel.wright@macegroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Daniel works for Tony on PM (Mace)
8	Adam Locke (Mace Cost)	Yes	adam.locke@macegroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Adam works for Tony on CM (Mace Cost)
9	Adam Hope (Mace Cost)	Yes	adam.hope@macegroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Adam works for Tony on CM (Mace Cost)
10	Mike Sivel (Mace Cost)	Yes	mike.sivel@macegroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Mike works for Tony on CM (Mace Cost)
11	Bryan Thomas (CPS Projects)	Yes	bryan.thomas@coopersandlyons.co.uk	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Bryan works for CPS Projects (Education specialists)
12	Daniel Robinson (CPS Projects)	Yes	daniel.robinson@coopersandlyons.co.uk	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Daniel works for CPS Projects
13	Dave Gambell (CPW)	Yes	dave.gambell@cpwgroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Dave works for CPW (M&E)
14	Simon Smith (S&W)	Yes	simon.smith@sawgroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Simon works for S&W (Civil & Structural)
15	Stuart Arnold (S&W)	Yes	stuart.arnold@sawgroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Stuart works for S&W (Civil & Structural)
16	Simon Chamberlayne (Pegasus)	Yes	simon.chamberlayne@pegasus.co.uk	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Simon works for Pegasus (planning)
17	Dave Tiley (PTS)	Yes	dave.tiley@pts.co.uk	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Dave works for PTS (ICT)
18	Richard Haimay (LUC)	Yes	richard.haimay@lucgroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Richard works for LUC (landscape architects)
19	Murdoch Cameron (MCW)	Yes	murdoch.cameron@mcwgroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Murdoch works for MCW (Architects)
20	Alba Sacedo (MCW)	Yes	alba.sacedo@mcwgroup.com	Monthly Progress Meetings	PTM & DTM 21.11.2019	Email, Phone, meetings	Alba works for MCW (Architects)
User Groups and wider university stakeholders							
21	Local residents	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
22	Operations	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
26	Church group	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
27	Diocese	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
28	Local business owners	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
29	Business groups	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
30	Shadow Faculty Boards / heads of department	No	TBC	N/A	01/01/20	Public Consultation	Public consultation to be held in January 2020
EXTERNAL							
32	Planning & Various Departments (Transport / Noise / Ecology / Heritage / EHO)	Yes	TBC	TBC	TBC	TBC	N/A
33	Peterborough Civic Society	Yes	TBC	TBC	TBC	TBC	N/A
34	Environment Agency	Unknown	TBC	TBC	TBC	TBC	N/A
35	Historic England	Yes	TBC	TBC	TBC	TBC	N/A
36	Peterborough Lido Outdoor Swimming Pool	Yes	Peterborough Lido Outdoor Swimming Pool, Bishop's Road, Peterborough, PE1 1YY info@vivacity.org	TBC	TBC	TBC	N/A
37	Key Theatre	Unknown	Key Theatre, Embankment Road, Peterborough, PE1 1EF key.theatre@vivacity.org	TBC	TBC	TBC	N/A
38	Embankment Athletics Track	Unknown	Embankment Athletics Track, Bishop's Road, Peterborough, PE1 1BW sportsdevelopment@vivacitypeterborough.com	TBC	TBC	TBC	N/A
39	Vivacity Regional Fitness & Indoor Swimming Centre	Unknown	Vivacity Regional Fitness & Indoor Swimming Centre, Bishop's Road, Peterborough, PE1 1BW region@vivacity.org	TBC	TBC	TBC	N/A
40	Crown Court and Probation Offices	Unknown	Crown Court, Peterborough, PE1 1BJ	TBC	TBC	TBC	N/A
41	Bishop Creighton Academy	Unknown	Vineyard Rd, Peterborough PE1 5DB admin@bishopcreightonacademy.org	TBC	TBC	TBC	N/A
42	LDA Design	Unknown	17 Monitor Precinct, Peterborough PE1 1XX info@lda-design.co.uk	TBC	TBC	TBC	N/A
43	Dallas-Pierce-Quinto	Unknown	NS23 Neil House, 1 Westgate Street, London E8 3RL info@dp-q.co.uk	TBC	TBC	TBC	N/A
Members of Parliament							
44	Ms Lisa Forbes MP (Labour)	Unknown	House of Commons, London, SW1A 0AA lisa.forbes.mps@parliament.uk	TBC	TBC	TBC	N/A
45	MP Shalish Vars (Conservative)	Unknown	House of Commons, London, SW1A 0AA shalish.vars.mps@parliament.uk	TBC	TBC	TBC	N/A
Peterborough City Councillors							
46	Councillor Mohammed Jamil (Central Ward Councillor - Labour and Cooperative Party)	Unknown	12 Linnetree Avenue, Peterborough, PE1 2NS mohammed.jamil@peterborough.gov.uk	TBC	TBC	TBC	N/A
47	Councillor Anjad Iqbal (Central Ward Councillor - Labour)	Unknown	2 Angus Court, Peterborough, PE3 6BE anjad.iqbal@peterborough.gov.uk	TBC	TBC	TBC	N/A
48	Councillor Mahboob Hussain (Central Ward Councillor - Labour)	Unknown	30 Brynmores, North Bretton, Peterborough, PE3 6JF mahboob.hussain@peterborough.gov.uk	TBC	TBC	TBC	N/A
49	Councillor Terry Haynes (Liberal Democrats) Fletton & Stanground Ward (to the south of the Site)	Unknown	7 Mansfield Court, Peterborough, PE1 4NE terry.haynes@peterborough.gov.uk	TBC	TBC	TBC	N/A
50	Councillor Christian Hogg (Liberal Democrats) Fletton & Stanground Ward (to the south of the Site)	Unknown	12 Stapledon Road, Peterborough, PE2 6TD christian.hogg@peterborough.gov.uk	TBC	TBC	TBC	N/A

51	Councillor James Lillis (Liberal Democrats) East Ward (to the east of the Site)	Unknown	c/o Members Services, Town Hall, Bridge Street, Peterborough, PE1 1HG james.lillis@peterborough.gov.uk	TBC	TBC	TBC	N/A
52	Councillor Samantha Hemm (Labour) East Ward (to the east of the Site)	Unknown	Peterborough, PE1 4SX sarah.hemm@peterborough.gov.uk	TBC	TBC	TBC	N/A
53	Councillor Ashraf Iqbal (Conservative) East Ward (to the east of the Site)	Unknown	4 Ashraf Street, Peterborough, PE1 6HU ashraf.iqbal@peterborough.gov.uk	TBC	TBC	TBC	N/A
54	Councillor Shabina Gayum (Labour) Barnack Ward	Unknown	Pond House, Woodcock Road, Thorney Peterborough, PE8 0SA shabina.gayum@peterborough.gov.uk	TBC	TBC	TBC	N/A
55	Councillor David Over (Conservative) Bretton Ward	Unknown	55 Sassenford, Werrington Peterborough, PE4 5BS david.over@peterborough.gov.uk	TBC	TBC	TBC	N/A
56	Councillor Chris Burtage (Conservative) Bretton Ward	Unknown	84 Deaconscroft, Ravenshorpe Peterborough, PE3 7LJ chris.burtage@peterborough.gov.uk	TBC	TBC	TBC	N/A
57	Councillor Angus Ellis (Labour) Bretton Ward	Unknown	43 Middleton, Bretton Peterborough, PE3 9XH angus.ellis@peterborough.gov.uk	TBC	TBC	TBC	N/A
58	Councillor Scott Warren (Conservative) Dogsthorpe Ward	Unknown	25 Watergate, Bretton Peterborough, PE3 8NA scott.warren@peterborough.gov.uk	TBC	TBC	TBC	N/A
59	Councillor Chris Ash (Liberal Party) Dogsthorpe Ward	Unknown	7 Enfield Gardens, Peterborough, PE3 9RP chris.ash@peterborough.gov.uk	TBC	TBC	TBC	N/A
60	Councillor Dennis Jones (Labour) Dogsthorpe Ward	Unknown	7 Anthony Close, Dogsthorpe Peterborough, PE1 3JU dennis.jones@peterborough.gov.uk	TBC	TBC	TBC	N/A
61	Councillor Katta Yurgutene (Labour and Cooperative Party) Eye, Thorney and Newborough Ward	Unknown	13 Birch Avenue, Dogsthorpe Peterborough, PE1 4HL katta.yurgutene@peterborough.gov.uk	TBC	TBC	TBC	N/A
62	Councillor Steve Allen (Conservative) Eye, Thorney and Newborough Ward	Unknown	163 Broadway, Peterborough, PE1 4DH steve.allen@peterborough.gov.uk	TBC	TBC	TBC	N/A
63	Councillor Richard Brown (Conservative) Eye, Thorney and Newborough Ward	Unknown	7 Upton Close, Stanground, Peterborough, PE2 8LU richard.brown@peterborough.gov.uk	TBC	TBC	TBC	N/A
64	Councillor Nigel Simons (Conservative) Fletton and Woodston Ward	Unknown	Oak Barn, Old Hall Farm, French Grove Thorney, Peterborough, PE8 0RF Nigel.simons@peterborough.gov.uk	TBC	TBC	TBC	N/A
65	Councillor Andy Coles (Conservative) Fletton and Woodston Ward	Unknown	c/o Members Services, Ground Floor, Town Hall, Peterborough, PE1 1HZ andy.coles@peterborough.gov.uk	TBC	TBC	TBC	N/A
66	Councillor Louise Coles (Conservative) Fletton and Woodston Ward	Unknown	c/o Members Services, Ground Floor, Town Hall Bridge Street, Peterborough, PE3 8AZ louise.coles@peterborough.gov.uk	TBC	TBC	TBC	N/A
67	Councillor Alan Dowson (Labour) Glington and Castor Ward	Unknown	24 Thorpe Park Road, Peterborough, PE3 6LG alan.dowson@peterborough.gov.uk	TBC	TBC	TBC	N/A
68	Councillor Peter Hiller (Conservative) Glington and Castor Ward	Unknown	c/o The Old Barn, Hawthorn Farm, Ashton Peterborough, PE3 3ZY peter.hiller@peterborough.gov.uk	TBC	TBC	TBC	N/A
69	Councillor Andrew Bond (Liberal Democrats) Gunthorpe Ward	Unknown	1 Edinburgh Avenue, Werrington, Peterborough, PE4 6PL andrew.bond@peterborough.gov.uk	TBC	TBC	TBC	N/A
70	Councillor Sandra Bond (Liberal Democrats) Gunthorpe Ward	Unknown	1 Edinburgh Avenue, Werrington, Peterborough, PE4 6PL sandra.bond@peterborough.gov.uk	TBC	TBC	TBC	N/A
71	Councillor Darren Fowler (Labour) Hampton Vale Ward	Unknown	c/o Members Services, Town Hall, Peterborough, PE1 1HG darren.fowler@peterborough.gov.uk	TBC	TBC	TBC	N/A
72	Councillor Marco Cerase (Conservative) Hampton Vale Ward	Unknown	23 Bamber Street, Peterborough, PE1 2HL marco.cerase@peterborough.gov.uk	TBC	TBC	TBC	N/A
73	Councillor David Seaton (Conservative) Hampton Vale Ward	Unknown	34 Horseshoe Way, Hampton Vale Peterborough, PE7 6LG david.seaton@peterborough.gov.uk	TBC	TBC	TBC	N/A
74	Councillor Chris Wignall (Liberal Democrats) Hargate and Hempsstead Ward	Unknown	227 West Lake Avenue, Hampton Vale, Peterborough, PE7 8HU chris.wignall@peterborough.gov.uk	TBC	TBC	TBC	N/A
75	Councillor Mohammed Farooq (Conservative) Hargate and Hempsstead Ward	Unknown	10 Peterborough Road, Castor, Peterborough, PE6 7AX Mohammed.Farooq@peterborough.gov.uk	TBC	TBC	TBC	N/A
76	Councillor Janet Goodwin (Conservative) Hargate and Hempsstead Ward	Unknown	30 Chandlers, Orton Brimble, Peterborough, PE2 5YW janet.goodwin@peterborough.gov.uk	TBC	TBC	TBC	N/A
77	Councillor John Howard (Conservative) North Ward	Unknown	75 New Lake Side, Hampton Vale, Peterborough, PE7 8HU john.howard@peterborough.gov.uk	TBC	TBC	TBC	N/A
78	Councillor Ansar Ali (Labour and Cooperative Party) North Ward	Unknown	c/o Members Services, Town Hall, Bridge Street, Peterborough, PE1 1HZ ansar.ali@peterborough.gov.uk	TBC	TBC	TBC	N/A
79	Councillor Shazia Bashir (Conservative) North Ward	Unknown	101 Northfield Road, Peterborough, PE1 3QF shazia.bashir@peterborough.gov.uk	TBC	TBC	TBC	N/A
80	Councillor Mohammed Nadeem (Conservative) Orton Longueville Ward	Unknown	16 Vermont Grove, Peterborough, PE3 6BN mohammed.nadeem@peterborough.gov.uk	TBC	TBC	TBC	N/A
81	Councillor Graham Casey (Conservative) Orton Longueville Ward	Unknown	c/o Members Services, Town Hall, Peterborough, PE1 1HG graham.casey@peterborough.gov.uk	TBC	TBC	TBC	N/A
82	Councillor Heather Skibsted (Labour and Cooperative Party) Orton Longueville Ward	Unknown	c/o Members Services, Town Hall, Bridge Street, Peterborough, PE1 1HZ heather.skibsted@peterborough.gov.uk	TBC	TBC	TBC	N/A
83	Councillor Irene Walsh (Conservative) Orton Waterville Ward	Unknown	Email: irene.walsh@peterborough.gov.uk	TBC	TBC	TBC	N/A
84	Councillor Kim Allen (Conservative) Orton Waterville Ward	Unknown	2 Robert Raynor Close, Orton Longueville, Peterborough, PE2 7AY kim.allen@peterborough.gov.uk	TBC	TBC	TBC	N/A
85	Councillor Nicola Day (Green Party) Orton Waterville Ward	Unknown	74 Ganton End Road, Peterborough, PE1 4BJ nicola.day@peterborough.gov.uk	TBC	TBC	TBC	N/A
86	Councillor Julie Howell (Green Party) Park Ward	Unknown	43 East of England Way, Orton Northgate Peterborough, PE2 6HA julie.howell@peterborough.gov.uk	TBC	TBC	TBC	N/A

87	Councillor Aashyah Joseph (Labour and Cooperative) Park Ward	Unknown	34 Crawthorne Road, Peterborough, PE1 4AE aashyah.joseph@peterborough.gov.uk	TBC	TBC	TBC	N/A
88	Councillor Shaz Nawaz (Labour and Cooperative Party) Park Ward	Unknown		TBC	TBC	TBC	N/A
89	Councillor Ibra Yasin (Labour) Paston and Walton Ward	Unknown	79 Barrows Road, Peterborough, PE1 4EX ibra.yasin@peterborough.gov.uk	TBC	TBC	TBC	N/A
90	Councillor Simon Barkham (Liberal Democrats) Paston and Walton Ward	Unknown	152 Mountstevens Avenue, Walton, Peterborough, PE4 6HN simon.barkham@peterborough.gov.uk	TBC	TBC	TBC	N/A
91	Councillor Nick Sandford (Liberal Democrats) Paston and Walton Ward	Unknown	c/o Members' Services, Town Hall, Bridge Street, Peterborough PE1 1HG nick.sandford@peterborough.gov.uk	TBC	TBC	TBC	N/A
92	Councillor Asif Shaheed (Liberal Democrats) Ravenshorpe Ward	Unknown	53 South View Road, Peterborough, PE4 6AG asif.shaheed@peterborough.gov.uk	TBC	TBC	TBC	N/A
93	Councillor Ed Murphy (Labour and Cooperative Party)	Unknown	12 Kent Road, Peterborough, PE3 6DG ed.murphy@peterborough.gov.uk	TBC	TBC	TBC	N/A
94	Councillor Gul Nawaz (Conservative) Ravenshorpe Ward	Unknown	39 Midland Road, Peterborough, PE3 6DD gul.nawaz@peterborough.gov.uk	TBC	TBC	TBC	N/A
95	Councillor Lucinda Robinson (Labour and Cooperative Party) Stanground South Ward	Unknown	lucinda.robinson@peterborough.gov.uk	TBC	TBC	TBC	N/A
96	Councillor Ray Bistzy (Conservative) Stanground South Ward	Unknown	41 Juno Way, Carfax, Stanground Peterborough, PE3 8QR ray.bistzy@peterborough.gov.uk	TBC	TBC	TBC	N/A
97	Councillor Chris Harper (Conservative) Stanground South Ward	Unknown	40 Portchester Close, Peterborough, PE2 8UP chris.harper@peterborough.gov.uk	TBC	TBC	TBC	N/A
98	Councillor Brian Rush (Conservative) Werrington Ward	Unknown	174 Coneygre Road, Stanground, Peterborough, PE2 8LQ brian.rush@peterborough.gov.uk	TBC	TBC	TBC	N/A
99	Councillor Judy Fox (Werrington First) Werrington Ward	Unknown	11 Church Close, Newborough, Peterborough, PE6 7RA judy.fox@peterborough.gov.uk	TBC	TBC	TBC	N/A
100	Councillor John Fox (Werrington First) Werrington Ward	Unknown	11 Church Close, Newborough, Peterborough, PE6 7RA john.fox@peterborough.gov.uk	TBC	TBC	TBC	N/A
101	Councillor John Fox (Werrington First) Werrington Ward	Unknown	11 Church Close, Newborough, Peterborough, PE6 7RA john.fox@peterborough.gov.uk	TBC	TBC	TBC	N/A
102	Councillor John Fox (Werrington First) Werrington Ward	Unknown	68 Ploverly, Werrington, Peterborough, PE4 6JX stephen.lane@peterborough.gov.uk	TBC	TBC	TBC	N/A
103	Councillor Stephen Lane (Werrington First) West Ward	Unknown	The Old House, 16 London Road, Wansford, Peterborough, PE6 6JB lynn.ayres@peterborough.gov.uk	TBC	TBC	TBC	N/A
104	Councillor Lynne Ayles (Conservative) West Ward	Unknown	The Old House, 16 London Road, Wansford, Peterborough, PE6 6JB lynn.ayres@peterborough.gov.uk	TBC	TBC	TBC	N/A
105	Councillor Wayne Fitzgerald (Conservative) Wittering Ward	Unknown	27 Gireton Close, Peterborough, PE2 7WD wayne.fitzgerald@peterborough.gov.uk	TBC	TBC	TBC	N/A
106	Councillor Diane Lamb (Conservative)	Unknown	39 Fareham Fields, Orton Wistow, Peterborough, PE2 6VB diane.lamb@peterborough.gov.uk	TBC	TBC	TBC	N/A
Combined Authority Board Members							
107	Councillor Lewis Herbert	Unknown	TBC	TBC	TBC	TBC	N/A
109	Councillor David Over	Unknown	TBC	TBC	TBC	TBC	N/A
110	Jess Bawden	Unknown	TBC	TBC	TBC	TBC	N/A
111	Councillor Steve Court	Unknown	TBC	TBC	TBC	TBC	N/A
112	Councillor Anna Bailey	Unknown	TBC	TBC	TBC	TBC	N/A
113	Councillor Chris Boden	Unknown	TBC	TBC	TBC	TBC	N/A
KEY CPCA and PCC Staff							
114	Dave Anderson	Yes	Tel: 01733 453468 Dave.Anderson@peterborough.gov.uk	PTM	21.11.19	Meeting	N/A
115	Elliot Smith	Yes	Elliot.Smith@peterborough.gov.uk	PTM	21.11.19	Meeting	N/A
116	Rebecca Guigg	Yes	rebecca.guigg@cambridgeshirepeterborough-ca.gov.uk	Comms meeting	Oct-19	Meeting	N/A
117	Susannah McIntyre	Yes	susannah.mcintyre@cambridgeshirepeterborough-ca.gov.uk	Comms meeting	Oct-19	Meeting	N/A

Appendix C – Key messages

ID	Key Messages	No Go Messages
1	Planning submission - Q2 2020	Building size (3500m2 - 4000m2)
2	HEP (once appointed) - Q2 2020	Project budget or anything money related
3	Main contractor (once appointed) Q3 2020	relationship with PRC
4	Spade in the ground Q4 2020	Car parking strategy for the new facility
5	Topping out - TBC	Anything political contentious
6	Practical completion - TBC	CPCA future plans to become a self sustaining university
7	Hand Over - TBC	The potential for any subsidies for the HEP
8	Key events (public consultation) - Q1 2020	Procurement of the HEP / Main contractor
9	3 floored building, rectangular shape, modern-styled building	Other potential developments on the site (football stadium)
10	Public realm development	The future of existing sports provisions i.e Lido, 3G & athletics track

Internal Only

