

Appendix 3

Charterhouse Square School Street Comms Plan November 2020			
Who	What	When	How
Stakeholders	Notification to ward members	w/c 23/11/2020	Email
	Copy of stakeholder letters to ward members	w/c 30/11/2020 AND when ETO starts	Email
	Letters to Islington residents and businesses	w/c 30/11/2020 AND when ETO starts	tbc and coordinated with LB Islington
	Letters to City of London residents, Smithfield Market and businesses	w/c 30/11/2020 AND when ETO starts	Letter drop and circulation by Smithfield Market
	Charterhouse School parents	w/c 30/11/2020 AND when ETO starts	send copy to the school that they can distribute to parents
Experimental Traffic Order (ETO) Statutory process	Letters to statutory consultees	ahead of ETO start date	
	ETO notice to be published	ahead of ETO start date	Local Press and on street & Guildhall
	ETO statement of reasons to be published	ahead of ETO start date	Local press and on street & Guildhall
General comms	Installation of road signs for information and enforcement	tbc	On site
	City of London newsletters	ETO start date	Email
	Press release	ETO start date	Press release
	Tweets announcing launch of School Street	ETO start date	squarehighways twitter