Road Map template

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All photos from the Wales Town Booster Pilot Programme March 2026.
Credit: Creative Communities International, DCFW, Vale of Glamorgan Council.

Road Map template

See attached template document.

Creu Lleoedd Cymru
Placemaking Wales

TEMPLATE
ROAD MAP FOR COMMUNITY-LED PLACEMAKING IN [NAME OF TOWN]

This document provides a template for local authorities to fill in and adapt for each town where community-led placemaking is to be encouraged. The Road Map document aims to make clear the processes that need to be followed to deliver community-led placemaking projects and events.

The text in red provides prompts and guidance on filling in the template, and should be deleted before issuing. The text in blue should be replaced with the information specific to the town and local authority. There is also a separate **04 ROAD MAP GUIDE** document to accompany this template and to assist with its completion, distribution and use. For the template to be effective, it is important that it is kept up to date.

[Local authority] published a Placemaking Plan for [town name] in [month year]. The plan sets out a vision for [town]'s future, and we want to involve the local community and businesses in making the vision become a reality. Some of the larger scale work that needs to be done will take a long time and lots of funding to deliver, but there are plenty of opportunities for smaller, quicker projects which can be delivered by the community so that change happens faster. We want to support members of the community and local businesses and groups to get involved.

If you've got an idea for a project or event which would support the aims and vision of your town's Placemaking Plan, you may be wondering what you need to do to make it happen. Or perhaps you have questions about whether the idea is feasible or would be permitted. [Local authority] has prepared this Road Map document to guide you through the process of planning for and delivering your placemaking project or event.

This Road Map will help you establish a main point of contact in [local authority] so that you can find the information you need quickly and get answers to questions you have. You will be able to find out which departments and organisations need to be involved in the process. It will help you navigate the permissions and licences, insurance, risk management and maintenance planning that will be required. Finally, the Road Map will help you with planning to promote your project so that as many of the community can be involved and benefit from your idea.