

Practice Guide – Community Engagement Planning Annex 2

Engagement Planning Template

Level of Land Management Activity	Description	Activity	Engagement
Day to day management	Day to day activities and routine management of land or buildings where impact to people in the local community is small or non-existent	<i>Normal seasonal activities such as grain drying or crop spraying</i>	<i>Put up a temporary sign / Post a message on Facebook to let people know when and where it is taking place in case they want to avoid the area</i>
Moderate Impact	Decisions made that will result in moderately significant impacts on the local community These include: <ul style="list-style-type: none"> • Activities that are short-term but may be disruptive • Activities carried out in irregular circumstances • Changes to regular activities 	<i>Construction work taking place as part of the restoration of a large building, which will include a small site yard, caravans for temporary accommodation and temporary road closures</i>	<i>Inform the local community council in advance Send a letter / email to be affected residents explaining what is happening and how long the disruption will last Put up signs and notices on local noticeboard Visit people who may be particularly affected or vulnerable to discuss any special arrangements needed</i>
Significant Impact	Decisions which may significantly impact on the social, economic or cultural development of a community, access to a good quality environment, and/or community viability These include: <ul style="list-style-type: none"> • Long-term or permanent changes with significant impact • Long-term disruptive activities • Activities which impact significantly on the local economy, society, culture or environment • Decisions likely to alter the local population level or structure, including through intergenerational impact 	<i>Review a 20-year land management strategy for a large estate, which includes potential for environmental protection of fragile habitats, new woodlands, a small hydro generation scheme and potential for development of houses and a business unit on a derelict site.</i>	<i>Implement an engagement strategy locally to ask for views</i> <ul style="list-style-type: none"> - <i>Publish a discussion document</i> - <i>Conduct a survey of local residents and key stakeholders</i> - <i>Hold a local meeting to explain technical surveys, answer questions and hear concerns or suggestions for changes or alternative plans from the community</i> - <i>Site meetings with key community groups</i> - <i>Facilitated workshops</i> <i>Feed back on the outcomes and decisions after engagement</i>

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