**Places for Everyone**

**Community Engagement Plan**

Community Engagement Plan template

This template may provide a useful structure and guidance to those when planning their community engagement activities. This format can be updated to reflect changing activities at different RIBA stages and may provide additional support whilst compiling a Communications Plan and report at each stage review.

For additional guidance please refer to the [Community Engagement Guide](https://www.showcase-sustrans.org.uk/wp-content/uploads/2022/11/PfE-Community-Engagement-Guide-November-2022-v2.pdf) which sets out:

* guidance for effective engagement in the context of Places for Everyone projects
* examples of good practice
* resources for planning engagement activity
* signposting to resources and organisations to improve quality and effectiveness of engagement
* understanding of what support Sustrans can provide.

Project lead

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| **Project lead organisation, project title and reference**  E.g., Made Up Council, Big Town Active Travel corridor. MUC-PfE-1234 |
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Project background

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| **Project background**  Background of this project to give context to the following community engagement plan. Include previous relevant engagement outcomes. |
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**Project Stage**

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| **Project stage and status**  RIBA stage the project is at and any notes that may be applicable. |
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Engagement objectives

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| **Engagement objectives**  Objectives of your community engagement. |
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Engagement Plan of activity

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| **Objective** | | | | | | |
| **E.g., To gain knowledge and understanding of the needs, wants and requirements of the primary school children surrounding their safe journey to/from school.** | | | | | | |
| **Who**  (which of your stakeholders will you be engaging with, be specific) | **Why**  (why do you want to engage with them, what input are you expecting them to provide) | **What**  (what type of activity will you do to engage with them\*)  \*this may vary depending on the stage | **When**  (how often will you engage with this group? This may depend on the influence the group has on shaping the project, refer to your stakeholder document for guidance.) | **How**  (how do you intend to invite and communicate with this audience to partake in the community engagement activities? This may help your Communications Plan which would also state the messages used.) | **Lead**  (who is leading on this activity. Please state all involved and how with contact details provided) | **Resources/costs**  (what is required and associated costs) |
| ***E.g., P1-3 pupils*** | ***Gain insight on how they like to travel to school and what barriers they face.*** | ***Classroom based map exercise.*** | ***Twice during stage 0-1. 02/03/24 and 14/09/24.*** | ***Via the class teacher and letter home to parents.*** | ***J. Smith, project lead, 07123 456 789*** | ***£50 for maps and pens.*** |
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|  |  |  |  |  | **Total cost** | **£** |

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| **Feedback** |
| Please detail how you will provide engagement feedback and progress updates to the communities who provided input.  ***E.g., Classroom feedback session to present back to the pupils (P1-3 and P4-7) and report emailed to all parents/carers who attended focus groups.*** |
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