**Local Place Plans – Engagement Template**

For a LPP to be accepted, validated and registered it must include:

*“A statement setting out your view of the level and nature of support for the LPP including how you have reached that view. This is to include a description of any consultation undertaken in the preparation of the LPP”,* (Regulation 5 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021.

This template is a tool to help you plan engagement on your LPP. It can be used to record the engagement undertaken (who, how, when, where) and how the views of the community have been taken into consideration in the preparation of the LPP, and if not, clearly explain the reasons why. This will be useful in complying with the above requirement, and providing feedback to the community, as to how you have reached the view(s) that you have in the final LPP. This is particularly important if there is no consensus amongst the community or competing views.

The template is intended to be customised for your LPP.

To keep the LPP succinct and concise, it is suggested that detailed information on the engagement undertaken is included as an Appendix to the LPP with a summary in the main body of the report.

**Engagement Plan - Example**

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| **Purpose of Engagement** |
| Be clear at the outset what are you trying to achieve from the Local Place Plan (LPP) engagement. What do you want the outcomes to be?* Involve the community in creating the vision for the LPP
* gathering ideas from children and young people for example on the quality of greenspaces, play spaces and equipment and ideas for enhancing them
* gaining understanding of the level of support within the community for emerging ideas/projects.
* Prioritising actions/projects to reflect community desires. Managing expectations to ensure community aspirations are deliverable
* build partnerships of deliver projects with various stakeholders to ensure they are deliverable
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| **Who – identify your stakeholders** | **How - identify appropriate engagement technique for the audience** | **What – purpose of engagement** | **Barriers to engagement** | **When – timescales for engagement** | **Details of Engagement Techniques** |
| Children and young people | Deliver a project with the local school focusing on their aspirations for their place. | To ensure children and young people’s views are embedded within the LPP | Making contact and getting into the school to deliver a session |  | For each engagement technique used provide details on:Type (e.g. workshop)Brief Description of TechniqueDate(s)Venue(s)No. of people who attended/responded |
| Families | Online survey. Issued through the school or hosted on local popular Facebook Page | To build up a picture of opinions on place and identify the key issues to help formulate the vision. | Reaching out to those without access to computers Encouraging a good response. | April 2024 – Early in process to influence the vision |
| Local businesses and organisations | Evening workshop for local businesses and organisations | Seek a different perspective beyond residents. Identify opportunities to work together to deliver projects. | Convincing the businesses and organisations to take the time to become involved. | July2024 – ideas of priorities and types of projects and where there could be collaboration. |
| Elderly | Host a coffee morning or attend a BALL group | Seek to better understand the views of elderly members of the community and their needs and ambitions. | Ability to get to venues.  | April 2024 – Early in the process to influence the vision |

**Summary of Representations – Example**

The table below suggests how the views of the community and the community body’s response to these can be recorded for inclusion in the LPP, ideally as an Appendix. Where there a number of representations that relate to a specific issue these could be grouped into themes. The total number of representations received should be included and if possible, a breakdown of the views of specific groups such as young people which may have been gathered from your engagement techniques (e.g. workshop, event).

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| **Topic (Issue/Proposal)** | **Summary of Representation(s)** | **Community Body Response** |
| Green Space (e.g. Park, play provision) |  |  |
| Flooding/Coastal Erosion |  |  |
| Food Growing Opportunities (e.g. Allotments) |  |  |
| Affordable Housing and/or Housing for Disabled/Older People |  |  |
| Reuse of Vacant Building(s) *(this could relate to vacant buildings in general or a specific property)* |  |  |