

# MPA Good Neighbour Scheme

Engaging & Building Trust with Local Communities

## MPA Community Engagement Plan

**As part of the MPA Good Neighbour Scheme the MPA Community Engagement Plan (CEP) provides guidance to Members on the issues that need to be considered when evaluating the need for, and implementing, a CEP. The CEP is intended for all Member sites and provides the following framework-**

1. Assessing the need, is a CEP needed?
2. If required, what level of CEP is required?
3. Preparing a CEP
4. Implementing and developing a CEP

### 1. Is a Community Engagement Plan needed?

Depending on the size, location and type of site a CEP may, or may not, be required. The following table should be used to consider whether a Plan is needed, or not. If the response to any of the questions

is "yes" it is recommended that the operator moves on to step 2. If the response to all of the questions is "no" the completed form should be filed for reference and no further action should be required. It is recommended that the site operator should reassess the form yearly or if there is a fundamental change, such as a site extension or new sensitive receptor.

Question	Explanation	Response
Are there any sensitive receptors within close proximity to the site perimeter?	Sensitive receptors include but are not limited to residential properties, schools, farms, churches, land used by the local community. These may be sensitive to site traffic, or the activities on the site.	
Does the site have any emissions that may impact on the local community?	This would include noise, dust, lighting or vibrations.	
Do any haulage routes go through local residential areas?	Regular vehicle movements may impact on local residents (such as noise, damage to the roads and parked vehicles, dust and congestion).	
Are there any past or current objections or opposition to the site?	This may be letters of complaint, objections during the planning application stage or something more formal such as local opposition groups.	
Is the site near to a sensitive receptor?	This could be a nature conservation area/ SSSI or similar, or even green belt-land. Local residents (or NGOs) could be more sensitive to the site if so.	
Have any complaints or issues about the site been raised?	The production and detail of a CEP may be informed by recording and categorising complaints made by the local community.	

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### 2. What level of Community Engagement Plan is required?

By understanding and prioritising your site's stakeholders you can assess how detailed the Community Engagement Plan will need to be. The form below, with example, should help site operators achieve this. It is recommended that the table is revised on a yearly basis.

Name	Type	Contact details	Lead site contact	Priority level	Benefits to the local community
This is the name of the Group / organisation / local resident	Who is the stakeholder? Are they an NGO, local resident, school etc?	Main contact details for getting in touch	Who should lead on engagement with this stakeholder?	Are they high, medium or low priority level for engagement?	This includes any benefits to the local community such as impact, spend, number of people who will benefit
South Wessex Community Against Quarrying	Local resident action group	Joe Bloggs 01234 555 555 joe.bloggs@email.co.uk	Site Manager	High	Key group that are concerned with the site. Engaging can have a positive impact on public perception

A number of high priority stakeholders will indicate that a high level of engagement and detailed Community Engagement Plan is required.

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### 3. Prepare a Community Engagement Plan

Now that an understanding of the site specifics and the stakeholders interested in the site has been reached a CEP can be prepared. The Plan can also be used to capture sponsorship, donations, employee volunteering and any other positive interaction with the community.

There are a variety of engagement activities that can be undertaken, including, but not limited to-

- Signage
- Media
- Liaison committees
- Sponsorship and donations
- Employee volunteering
- School engagement
- Site visits / open days
- Newsletter
- Website / web based forum

The table below can be used to document stakeholder engagement throughout the year. The detail required will be dependent on the response provided to the previous tables and it is recommended that the operator assesses the following-

- Whether the timescales should be months or yearly quarters
- Number of activities required
- Number of themes required

Theme	Stakeholder group(s)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Benefits to the local community
Environment	South Wessex Community Against Quarrying	Nature walk around restored area	Newsletter	Public evening on restoration plans	Newsletter	Nature walk anticipated to involve 15 local residents and newsletter should reach 50 local residents. New pathway installed around nature reserve will also be used by many locals.

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### 4. Implement and Develop the Community Engagement Plan

Now that the need for a CEP has been determined and produced, as required, the implementation of the Plan should be recorded. This should be either on a yearly or quarterly basis depending on the level of detail within the CEP. Lessons learnt can also be recorded along the way to ensure the CEP is a useful and live document. The following form may be used for this.

Theme	Stakeholder group(s)	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Environment	South Wessex Community Against Quarrying	Nature walk around restored area – useful but may be better in the summer	Newsletter	Public evening on restoration plans	Newsletter - access whether required in future years