



Community Engagement Pro-forma

| STATION | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------|--------------------------------------------------------------------|------|--------------------|
| 1. COMMUNITY BUILDING | | | | | |
| Action | Date | Initials / Details | Action | Date | Initials / Details |
| 1.1 Twitter/Website nomination | | | 1.2 Contact local champions | | |
| 1.3 Contact station manger | | | 1.4 Initial Site Visit with key people | | |
| 1.5 Site survey identifying gardening/solar opportunities | | | 1.6 Arrange date for design consultation | | |
| 1.7 Promote and send invitation to local groups/station staff/contacts | | | 1.8 Station Manager places 1st consultation poster | | |
| 1.9 Put on social media website | | | 1.10 Welcome Packs distributed at station | | |
| <p>At consultation meetings:</p> <ul style="list-style-type: none"> • Make sure all have agenda • Two people with computers - one to type up notes, one to sketch out design ideas | | | | | |
| 1.11 Design consultation meeting on the platform of the station. | | | 1.12 Welcome Packs distributed to attendees | | |
| 1.13 Put contacts on database | | | 1.14 Typed up notes shared | | |
| 1.15 Follow up meeting if required | | | 1.16 Design sketches / plans / ideas collated | | |
| 2. ENERGY GARDEN DESIGN | | | | | |
| Action | Date | Initials / Details | Action | Date | Initials / Details |
| 2.1 Design brief/sketches to Landscape team | | | 2.2 First Designs sent back to community/station manager | | |
| 2.3 2nd poster put up in station - "this is what you came up with" | | | 2.4 Design review consultation meeting - | | |
| 2.5 Ben/Aga sign off on 3 factors for each station. | | | 2.6 Design review feedback sent to Landscape team | | |
| 2.7 Revised Designs shared with community/station manager | | | 2.8 Final Design submitted to TfL/Network Rail | | |
| 2.9 Final Design approved by TfL/Network Rail | | | 2.10 3rd poster put up in station - "last chance to have your say" | | |

Notes:

| 3. SOLAR | | Solar PV Opportunities identified at station | | YES/NO | |
|-------------------------------------------------------|-------------|-----------------------------------------------------|---------------------------------------------------|---------------|---------------------------|
| Action | Date | Initials / Details | Action | Date | Initials / Details |
| 3.1 Solar PV Assessment carried out | | | 3.2 Solar Plans sent to community/station manager | | |
| 3.3 Solar Plans approved by community/station manager | | | 3.4 Solar plans submitted to TfL | | |
| 3.5 TfL Approved | | | 3.6 Planning Application submitted | | |
| 3.7 Planning Application secured | | | 3.8 Solar Share Offer promoted locally | | |

4. GARDEN INSTALLATION

| Action | Date | Initials / Details | Action | Date | Initials / Details |
|----------------------------------------|-------------|---------------------------|-----------------------------------------------|-------------|---------------------------|
| 4.1 Install Date agreed with community | | | 4.2 Volunteer help date agreed with community | | |
| 4.3 Volunteer team prepared | | | 4.4 Work commences | | |
| 4.5 Work completed | | | 4.6 Opening Event date arranged | | |

5. POST-GARDEN INSTALLATION

| Action | Date | Initials / Details | Action | Date | Initials / Details |
|----------------------------------|-------------|---------------------------|----------------------------------------------------------------|-------------|---------------------------|
| 5.1 Agree date for Opening Event | | | 5.2 4 th poster for opening event put up in station | | |
| 5.3 Put on social media website | | | 5.4 Promotional Opening Event | | |
| 5.5 Project Handover | | | | | |

Notes: