**Civic Voice Conservation Area Audit Summary Report and Action Plan**

***State the name of your society***

**Template Report**

The following is a template that includes questions that can help be the basis of your action plan going forward. Not every action plan will require you to answer each of the questions, but it will help give more substance to your report if a greater understanding of the situation can be presented.

**Introduction**

Introduce the conservation area. What makes it special? How many residents live there? Is it at risk? Do you have an active community group? How about a good conservation officer? History of the area?

The main reason the civic society is reviewing X conservation areas is because……..

**Name of Civic Society**

Explain the civic society. How many members? What are your success? What are your plans going forward?

**The Audit and the day**

Explain who was involved. What was the experience of individuals? What did you find interesting? Was the audit useful? Was it specific enough? How many were involved? What would you do differently if you did it again?

**Issues putting the conservation area at risk**

The three issues putting the area most at risk are……

Insert a copy of the graph from your spreadsheet explaining what the key issues facing the conservation area.

Ad any additional comments highlighting what the specific issues are.

**The Future**

The next steps for the society are:

|  |  |  |  |
| --- | --- | --- | --- |
| ***What*** | ***Why*** | ***Who*** | ***When by*** |
| *Campaign for a management plan* | *50% of conservation areas do not have a management plan* | *Civic Society to target the council* | *Today* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Send audit and report to Civic Voice*  | *Because they are building up a national database of the issues impacting conservation areas* | *The Chair of the Society* | *Today* |