



THE 9 STEP PROCESS

To produce your Parish or Community Plans

Each of the steps is fully explained in the follow up sheets in Section 2 of the Toolkit but below is a mini-guide to the main steps for the community and how you bridge and connect with your Local Authority

STEP 1 GETTING STARTED

Community Steps

To start the process you need to get people interested with publicity and hold an open event to gather support to undertake the process

Bridging with Local Authority

Make contact with your Rural Community Council and Local Authority to inform them of your intention to produce a Parish or Community Plan and ask for their support.

Invite your Councillors to early meetings and events to engage with the community

STEP 2 ESTABLISHING THE STEERING GROUP

Community Steps

Set up a steering group with wide representation from the community

Bridging with Local Authority

Nominate a steering group member to act as the main point of contact with the Local Authority officers

STEP 3 DEVELOPING A PROJECT PLAN

Community Steps

Over a series of meetings put together a strategy, budget and programme on how you are going to undertake the plan, ensuring you consult with everyone in the community.

Bridging with Local Authority

Include in your programme the moments at which you wish to involve local authorities, although it is best to engage with them, right from the beginning of your plan.

STEP 4 COMMUNITY CONSULTATION

Community Steps

This is a time to undertake a variety of interesting and fun consultation exercises involving as many people as possible both in taking part and in expressing their views.

Bridging with Local Authority

Consult with the LSP and LDF officers about the linkages between the Sustainable Community Strategy and Local Development Framework, how they are relevant to your community and what questions can usefully be asked.

STEP 5 PRIORITISING AND PLANNING ACTION

Community Steps

Sort and prioritise the issues and begin to form focus groups to take forward actions.

Bridging with Local Authority

Liaise with the LSP and LDF coordinators and any other agencies that have been identified in an action, to agree that what is being proposed is feasible and can be delivered. This does not mean you cannot have aspirations for future actions which are not possible at present.

STEP 6 DRAFTING THE PLAN

Community Steps

Put together the first draft to share with the community and partner organisations.

Bridging with Local Authority

Make your plan more accessible to outside agencies by using the Model Action Plan as a template. Show a draft plan to all relevant stakeholders.

STEP 7 FINALISING THE PLAN

Community Steps

Consult with the community and partner organisations and produce the final document.

Bridging with Local Authority

Categorise your actions under community, service providers and strategic.

At this point celebrate with your community but keep the momentum going to implement what you have decided

STEP 8 IMPLEMENTING THE PLAN

Community Steps

Consolidate any actions started and begin to implement others.

Bridging with Local Authority

Feed into the Sustainable Community Strategy or the Local Development Framework, for longer term implementation.

STEP 9 MONITOR AND REVIEW

Community Steps

Once you have completed a plan a regular review and update will ensure continuous progress on the needs and requirements of your community.

Bridging with Local Authority

Keep your service providers and local authorities (such as your Local Strategic Partnership, Local Area Committee and Planning Department) informed of your progress. Successes and challenges should be fed back.