

# Community Planning Resource Sheet

## Creating a Community-led Plan

### Overview

Produced by CRCC in partnership with Cornwall Council

Resource Ref: CP001

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This resource sheet is intended to help communities understand and work through the community-led planning (CLP) process, in conjunction with support and advice from CRCC and Cornwall Council officers. In addition to this CLP overview there are individual sheets with hints for each stage of the process e.g. consultation; writing the plan; as well as plans to produce themed resource sheets (e.g. health, transport, planning) to help get the most out of this process. Where appropriate the themed sheets will be produced in consultation with relevant key organisations.

It is intended that these resources and the support available will strengthen the community-led planning process and provide communities with a better understanding of the priorities of the statutory authority, health, police and so on. Communities can then choose, where appropriate, to tailor their consultation to both suit their local needs whilst influencing strategic priorities - forging a mutually beneficial relationship, and creating a more robust and effective plan.

Ultimately the community chooses what goes into the plan, but being aware of the objectives of other organisations, and having an understanding of what information needs to be obtained in order to implement certain actions can help the communities achieve their aims.

#### What is a Community-Led Plan?

- A document that sets out a community's vision and aims
- It covers a wide range of local and strategic issues (housing, transport, health etc) that affect a community
- Sets out an action plan on how issues are to be taken forward

#### Why Do a Plan?

- Allows the community to have their say, allowing them to comment on strengths and weaknesses, and the Plan will reflect this.
- It includes the community, the parish/town council, the local authority and other strategic organisations
- Provides a strategy that everyone can work towards
- Highlights issues
- Records important facilities and landmarks which add to local distinctiveness

#### Benefits

- Can be used to influence policies
- Strengthens the relationship between the community and the local authority
- Provides statistical evidence to prove the need for funding or when lobbying for change
- Kick starts local action
- Involves relevant services
- Provides a clear statement of intent to all concerned

**The Process**

**Getting Started - Contacts & Advice**



**Public Meeting or Exhibition**



**Setting Up The Steering Group**



**Consultation - crucial to do this as well as you can!**



**Prioritisation**

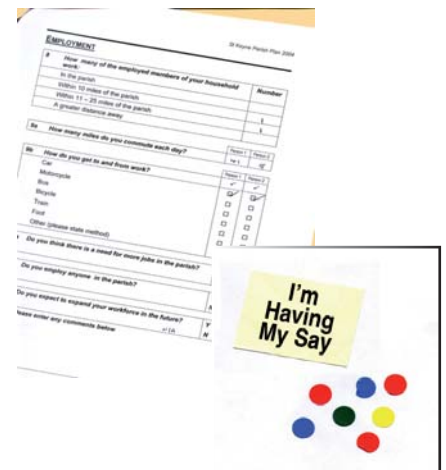


1. **Getting Started.** Before starting the process it is important to understand what the process involves and at this point it is a good idea to contact the CRCC or Cornwall Council's Localism Team to get help and advice - officers can come out and explain the process, bring examples etc. Where the local (parish/town) council have agreed to take this forward (or are considering this) an officer can initially come along to a council meeting, or meet representatives, to answer questions and clarify the process.

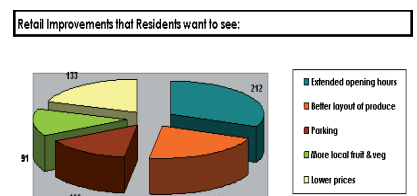
2. **Public Meeting or Exhibition.** This is a way to involve the community and raise awareness of what is being planned. It is crucial that both the local council and community want to go ahead and is an opportunity to enlist help: people who want to be actively involved, but also people who may be willing to get involved and help with some elements e.g. survey delivery, helping with refreshments at events, IT help etc.

3. **Forming a Steering/Working Group.** Hopefully, willing volunteers have been identified at stage two. Additionally, it's good to publicise what is being done (via local groups, newsletters, word of mouth etc) to encourage others to get involved. There needs to be representation from the local council (e.g. 2 to 3 councillors) to provide the link between the group and the local council; to ensure the two-way flow of information - making the process more effective, crucial if the local council are to adopt the plan. The local council may also hold and administer funds that are obtained to undertake this process. The group should aspire to be as widely representative of the community as is possible. Early tasks will include organising themselves as a group, planning the way forward and the logistics so they can, if necessary, apply for funding to undertake the process. If funding is not available the group will have to consider adapting the process accordingly. The group will be able to access support from CRCC and Cornwall Council as they proceed.

4. **Consultation.** It is very important to spend time and effort on this stage as it will be the basis for the plan. If funding is required it will need to be secured before work begins. The consultation may take a number of forms (e.g. questionnaires, open meetings, map based consultation, focus groups, youth projects etc) or it can be a mixture of methods. It is important that full consideration is given to how best to encourage residents of all ages and circumstances to get involved. The aim is to consult as widely and as effectively as possible, whilst actively engaging with external partners to make it as relevant as possible.



5. **Analysis & Prioritisation.** Once you have analysed the data (you may want to use a database or spreadsheet) this is an opportunity for the community to see the results (and see how their views fit within these). It also gives residents an opportunity to give any further comments, and help identify those things which are priority issues. It is important to recognise that some priorities will be longer term projects and that although work should begin on these they will take more time to come to fruition than say a 'quick win' priority which may require very little time or money spent on it.



**Disclaimer:** The information in this resource sheet is correct to the best of our knowledge at the time of publication. While every care has been taken during the completion of this resource sheet CRCC or its partners cannot be held responsible for any inaccuracies.

**Writing The Plan & Consulting Partners**



6. **Writing the Plan (Identifying Actions) and Consulting Partners.** When you have collated all the data from stages four and five you will have the basis for your plan. At this stage you will need to ensure that you consult and liaise with partners and service organisations on the draft plan so that they can feed-back comments, policy and relevant information to help you shape your plan. This leads on to the preparation of an Action Plan (or Action Grid) within the main Plan - working with CRCC and Cornwall Council to produce an action plan which clearly states what will be addressed, who will take the lead (parish/town council, community group, local authority, other organisations/groups). A few drafts are usually needed before going to the final print!

Issue	Action(s)	Partners (specify lead partner)	Location(s)	Priority & Timeframe
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**Adoption & Endorsement**



7. **Adoption & Endorsement of Plan.** The completion of the plan is not the end, it is a living document to steer activity! It is customary, and desirable, for the local parish/town council to therefore adopt and endorse the plan.

In addition it is anticipated that the agreed action plan contained within the Community Plan will be considered and endorsed by the Portfolio Holder or Public Sector Group via Cornwall Council Officer contact. Note: Endorsement of the action plan by Cornwall Council means that the identified actions are agreed, deliverable and have joint ownership where applicable.

**Launching The Plan**



8. **Launching and Distributing the Plan.** Once you have finalised your plan celebrate your achievement by launching it, maybe through an event which residents and partners are invited to attend. This brings the plan to the fore but can also generate discussion on, and help for, the actions contained within it. You will also need to distribute the plan to key partners (setting out the reasons why you are sending it to them) and either the plan or a summary to residents. Copies should also be available to view at key locations.

**Reviewing The Plan**

9. **Reviewing the Plan.** It is sensible to set out a process on how the Plan will be reviewed. It is important that the plan progress is monitored (e.g. as a regular item on parish/town council agenda) and that even if a local group takes responsibility for a specific action it still feeds into the monitoring process. There are likely to be actions that can be taken forward locally, some that will require partnership working and others that will require instigation by external organisations - hence the need to engage with partners throughout the process to agree what is feasible.

**REMEMBER:**

**It is vitally important that you keep the community informed and engage with partners as you work through the process - to strengthen relationships, maintain interest and to ensure projects come to a satisfactory conclusion.**

Here are some ideas of themes that other groups have included in their consultation process and ones that it is recommended you give thought to. Please note that there are other resource sheets available that may assist you with this.

Planning    Housing    Governance  
Recreation & Leisure    Community Buildings  
Health & Well Being    Culture & Heritage  
Community Safety (police; fire; emergency planning)  
Movement & Access (traffic, transport, footpaths)  
Environment (natural; environmental health;  
waste/recycling; energy)  
Economy (employment, education & training, tourism)  
Local Services (shops, post office, libraries, pubs etc)  
Older Residents    Children & Young People    Allotments

