

PROTOCOL FOR THE PRODUCTION AND CONSIDERATION OF TOWN/PARISH PLANS BY COMMUNITY PARTNERSHIPS

1. Introduction

- 1.1. The Partnership welcomes the concept of Town/Parish Plans and will offer advice, help and information to any Town/Parish Council or group wishing to prepare one, within the limits of the resources available.
- 1.2. The Partnership recognises that the Town/Parish Plan process works best when it is led by the local community with the support of the Town/Parish Council and the Community Partnership.
- 1.3. Guidance for Parish Councils and the Community on undertaking a Parish Plan is available through the Parish Plan Toolkit produced by Dorset Community Action (DCA) / Districts.
- 1.4. The Partnership recommends that completed Plans should be treated as living documents that reflect the communities' vision for their neighbourhood. They are a useful tool that can benefit Town/Parish Councils in:
 - 1.4.1. Setting budgets.
 - 1.4.2. Policy making.
 - 1.4.3. Decision Taking.
 - 1.4.4. Prioritising work.

2. The Fabric of a Plan

When a Town/Parish Plan is submitted for support it must:

- 2.1. Show evidence of research work to justify the Plan's conclusions, including any survey results. Evidence of the analysis that lead to the Plan's conclusions.
- 2.2. Show evidence that the process has been open to the public throughout, with well publicised opportunities for ideas to be fed in at the start followed by regular communication / feedback to the community during the work. The opportunity for comment on the draft proposals must be shown and that these ideas and comments have been considered in a timely manner.
- 2.3. Show Action Plans organised by Theme, which identify what needs to be done, the timescale and responsibility for completing it. Ideally, these plans should be submitted in Excel in the format attached at Appendix 1. For conformity themes should include:
 - 2.3.1. Health
 - 2.3.2. Transport
 - 2.3.3. Planning Development
 - 2.3.4. Crime
 - 2.3.5. Youth
 - 2.3.6. Environment
 - 2.3.7. Local Amenities.Others may be added to suit.

3. Ownership of the Plan

- 3.1. On completion of the Plan ownership must pass from the organising committee to the Town / Parish Council as the elected representatives of the community. This can be at a formal parish assembly or Parish Council Meeting.
- 3.2. The Town / Parish Council should identify and prioritise the actions identified in the Plan in conjunctions with their budgets. This should include identifying those actions which can be completed within Town / Parish Council resources and those which should be forwarded to others, including the Community Partnership (see 4 below), for assistance. Where this occurs the assistance, including any funding, should be sought and progress monitored by the Parish Council as the body responsible for the implementation of the plan. These should then be appended to the plan.
- 3.3. Copies (preferably electronic) of the Plan should be sent to the Community Partnership, the Dorset Strategic Partnership, District and County Councils and Dorset Community Action (DCA) and the Dorset Association of Parish and Town Councils (DAPTC). Each of these organisations will then make a formal response to the plan.

The Town / Parish Council will need to ensure that the plan is reviewed regularly to ensure that it is kept up to date and regular feedback is maintained to the community and authorities regarding progress and development.

4. The Community Partnership's Responsibility

- 4.1. When the Parish Plan is submitted to the Partnership for a formal response it will be reviewed by the Community Development Officer. Individual Actions from the plan will be sent to the relevant Theme Group Lead Officer / Chair Person who will use the attached tasking form (appendix 2) to comment on each action point.
- 4.2. The Partnership will respond to the conclusions detailed in the action plans taking into account what resources and timescales are available to it. For each of the points it will respond either to:

4.2.1. ACTION/IMPLEMENT

The specific recommendation will be accepted for action in principle and, subject to financial, procedural or legal constraints implemented by the Partnership.

4.2.2. ENDORSE

The specific recommendation will be endorsed by the Partnership and taken into account in the Partnerships decision making.

4.2.3. INVESTIGATE

Further information has to be obtained by the Partnership, or any other agency that may be required, in order that the Partnership may establish if the specific recommendation can be supported.

4.2.4. SUPPORT/LOBBY

The specific recommendation relates to a matter which is not the responsibility of the Partnership. However, the recommendation does support a current objective of the Partnership and it will, therefore, offer support to the community in lobbying the service provider to achieve its implementation. (For example traffic calming/highway improvements, school provision, improvements to drainage etc.).

4.2.5 NOTED

The specific recommendation relates to a matter which is not contained in the current policies and objectives of the Partnership and/or unsatisfactory information has been submitted to substantiate the recommendation.

4.3. The Partnership will forward the report to the Town/Parish Council and Parish Plan group (Appendix 3).

5. Monitoring and Reporting

5.1. Theme Groups will be expected to incorporate their responses to the action points in to their Theme Group Action Plans. They will be expected to monitor progress on these action points and update their plans on a regular basis.

5.2. The Partnership steering board will review progress annually and a copy of this review will be sent to corresponding Town/Parish Councils and interested community groups.

6. Adding Value to a Parish Plan.

6.1. The Town / Parish Council may, over time, have additional actions that it wishes to add to its plan. Having been endorsed by the parish council, details must be passed to the Partnership and Principal Authorities

6.2. The Council, as owners of the plan, may consider that a wholesale review of the plan is required. This can either be conducted by the council or they can arrange for the original Parish Plan team (or a new team) to undertake the work. The involvement of the wider community is paramount; any funding for this review should be raised through the precept.

Parish Plan Tasking Form			
Parish Name			
Date Plan Received		Date Response Due	
Your Name			
Contact Phone		Contact Email	
Action Point Ref No:			
Description			
Theme Action Group (TAG) Name			
Is your TAG the most relevant group to take this action forward?	Yes	No	
If no who would you pass this on to?			
If yes how will you respond to the action point? Please select one of the following options	Action / Implement	Endorse	
	Investigate	Support / Lobby	
	Noted		
Please state how you will take forward this response where applicable.			
Please state a target date for completion where applicable			
What if any implications will this action have on your resources?			
Any other comments.			

Community Partnership Response To A Parish Plan

(This can be submitted as updated spreadsheets)

NAME OF PARISH PARISH PLAN

Date of Response

Contact Name

Phone:

Email:

Ref No	Action Point	Response (see below for explanation)	Comments	Responsible TAG

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INVESTIGATE

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