

What's it all about?

Community Planning is an opportunity...

For local people to set out a shared vision for the future of their area, and to develop an action plan for achieving this. It is a process by which the whole community can voice their opinions on what actions they wish to see taken in the future.

The process is a chance to...

- bring the community together and engender a real sense of community spirit
- provide clear evidence of community aspirations and priorities
- develop a plan for the future of the community, which the Parish, County and District Council can support
- open up funding streams for projects – many grants are only available if evidenced by a Parish or Community Plan
- encourage partnership working by highlighting projects that need help from external agencies as well as local people
- and influence and inform the Sustainable Community Strategy and the Local Development Framework

A 9-STEP MINI-GUIDE TO THE PROCESS

1 Getting Started

To start the process you need to get people from the wider community interested, for example by holding an open day to gather support to undertake the process. Contact BCA for further ideas and support.

Bridge with the Local Authority

Make contact with Buckinghamshire Community Action, and we'll let you know who you should be contacting at the relevant authorities to ask for their support. Invite your local Councillors to early meetings and events to engage with the community.

2 Establish the Steering Group

Set up a steering group with wide representation from the community. Contact BCA for further ideas and support.

Bridge with the Local Authority

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

3 Develop a Project Plan

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. Invite BCA to support the process.

Bridge with the 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.

4 Community Consultation

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

Bridge with the 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.

5 Prioritising and Planning Action

Sort and prioritise the issues coming through from the consultation and begin to form focus groups to take forward actions.

Bridge with the Local Authority

Liaise with 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 doesn't mean you can't have aspirations for future actions which are not possible at present.

6 Draft the Plan

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

organisations. Make sure you run the draft copy through BCA before publishing so you can make sure that it is as effective as possible!

Bridge with the 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.

7 Finalise the Plan

Consult with the community and partner organisations and produce the final document. Work with BCA to make sure that the plan is produced in the most successful way.

Bridge with the Local Authority

Categorise your actions under issues that the community can take for themselves, actions that need to be dealt with key partners and more strategic issues.

8 Implement the Plan

Consolidate any actions started and begin to implement others. Work with BCA to establish new working relationships with service providers etc.

Bridge with the Local Authority

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

9 Monitor and Review

Once you have completed a plan, a regular review and update will ensure continuous progress is made on the needs and requirements of your community. And, of course, BCA will be more than happy to support your community throughout!

Bridge with the 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.