

# Reviewing your Parish Plan

This guidance sheet is for any Parish or Community Group planning a review of their completed Parish Plan. Reviewing your Plan should be a regular ongoing process to ensure that the actions it contains can be achieved. This guidance sheet is designed to assist in the review process.

## Have Parish Plan as a regular item on Parish Council Agenda

Once the Plan has been adopted by the Parish Council, the actions identified within it need constant monitoring to check on progress. If the Parish Plan appears as a regular item on the Parish Council agenda it will not only stay fresh in people's minds, it can keep people alert to what is happening and be useful in resolving any blockages or problems that may occur along the way, such as the following:

### **If an action is dormant and not moving forward**

There could be many reasons why a particular action is not going anywhere. The Parish Council, should be able to find a way around any barriers. For example, if partner agencies are needed to help with the project, the Parish Council may be best placed to make contact with them and invite their participation.

### **If there are any particular problems stopping progress**

If there is a blockage in achieving the action then this should be discussed with the Parish Council to determine a way around the problem.

### **To achieve the action money is required**

Some actions will need money to achieve them, if the amount is above what the Parish Council can cover themselves, then grant applications may be necessary, where to go to obtain the money and who will be responsible for filling in any grant forms will need to be discussed and decided.

## **Completion of an action**

Once an action has been completed the Parish Council will want to celebrate by telling the community of the success (via Parish Newsletter etc) and if necessary by letting other interested organisations know as well.

## **Theme by theme**

The Parish Council have ultimate responsibility for the Parish Plan once it has been completed and adopted by them. However, it would be difficult for them to tackle all of the work required in order to achieve the aims listed in the action plan on their own. Producing the Plan will have involved volunteers who are not Parish Councillors, why not harness some of their enthusiasm by inviting them to continue to be involved by joining a theme group with the assurance that these groups will refer back to the Parish Council.

## **Communication**

It is important that whoever is working on taking forward actions from a Parish Plan keeps everyone informed about what is happening.

Communication needs to continue regularly between the Parish Council and any steering/working group. It is also important to keep the community updated on actions as they are achieved. This can be done through the normal channels already in place, such as:

- Parish notice boards
- Parish newsletters
- The local press
- Local village hall/Church hall
- Local pub, shop or post office
- Community groups
- Annual Parish Meeting

## How often should the Plan be reviewed?

The plan can be reviewed at any time necessary, but it should be reviewed at minimum on an annual basis. This will help to address any changes that may have occurred within the community, or any changes that need to take place in the action plan so that the Plan continues to be a representative and viable document. Here are some of the areas that may be covered:

### Themes

Has anything changed significantly within the major themes of the plan, and if so is further consultation with the wider community necessary as a result

### Local changes

Have new opportunities opened up within the community that could effect any proposed actions, or have any problems arisen preventing some actions being completed?

### Demographics

Has there been a significant shift in the demographics of the community that will impact on any part of the plan and if so how should this be addressed

### Identify changes

Has there been any major change to the infrastructure of the area, such as new roads, or impact flooding, and what can be done within the confines of the Parish Plan to address these things

### Is the plan still relevant?

Has all the work been done, or has none of the work been done?

### What hasn't worked/happened

Are there things that haven't happened due to lack of funding, or because there is a particular problem stopping progress

## Reviewing your plan over the coming years

Many Parish Plans will have actions that need long-term planning. In order for these to remain in focus it is important to remember to keep on reviewing even if it takes 5 - 10 years! Over time it may be necessary to carry out some further consultation within your community to find out if priorities have changed or stayed the same. If you ran planning for real events you can bring out the model you made and re-introduce it at organised events, or for a one off event to refresh memories and check priorities.

