

Guidance Chart for the Parish Action Plan process



The Parish Action Plan process is a means by which your whole community can voice their opinions on what actions they wish to see taken in their local area in the future. When the plan is completed it may highlight actions that can be taken by community members, be used to influence councils and service providers, and act as justification of need when applying for funding.

Some things to consider before you start:

Timescale

Roughly 14 months although this can vary, smaller communities can complete them much quicker.

Timescale may be affected by:

- Seasonal and school holidays
- How much time people have to commit to the process
- The variety of consultation techniques you use
- Deciding whether or not to 'buy in' some help to reduce the work load of the steering committee

Financing the process

- See our [grants available](#) for the action planning process
- The overall cost of the process will vary depending upon the size of the community, the proposed consultation techniques and the design and completion of the final report.

Some potential costs

- Telephone charges and postage
- Production of maps
- Planning, designing and implementing consultation techniques
- Hiring of community facilities for consultation events and meeting
- Refreshments
- Publicity
- Planning, designing, production and distribution of the action plan

People power/Volunteering

There are a wide variety of skills and attributes that can assist with the action plan process and help distribute the tasks involved. Any people offering the following skills (or others) will ultimately assist the process.

Conversation skills, Co-ordination abilities, Analytical abilities or experience, Listening skills, information gathering, community historical knowledge, Information gathering, proof reading, Catering experience, fund raising, Illustration skills, Writing skills.

What is Volunteering?

“Volunteering is committing time and energy freely for the benefit of others, through personal choice, and without expectation of financial reward except for the payment of actual out-of-pocket expenses.” Brighton & Hove Volunteer Bureau

Community input is the key driving force behind Action Plans, volunteering has an essential part to play in Action Plans since community input is the principal driving point behind Action Plans.

Overall Principles of volunteering

- Volunteering is essential in the production of an Action Plan and there are many roles available, all of which are valuable.
- It is important to recognise that people will volunteer for a variety of reasons and have varying amounts of time to give.
- When trying to attract volunteers, look to publicise, speak to friends and family and encourage those at initial public meetings and any further consultation events.
- Volunteers are still needed after the final Action Plan has been produced to ensure actions are undertaken.
- Once you have your group of volunteers it is important you keep them.
- Through recognition and praise, involvement in all decisions, varying levels of responsibility and the opportunities to train you are more likely to retain volunteers.
- Who better than the community volunteers to help gain local interest and gauge local opinion?

For further information on Action Plans, Contact the Action Plan Team Below

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