



# Parish Plans support pack

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# Introduction to Parish Plans

## What is a Parish Plan?

A **Parish Plan** is a statement of how a local community sees itself developing over the next few years. It will:

- reflect the views of all sections of the community
- identify features and local characteristics that people value
- identify local needs and opportunities
- set out a vision of how people want their community to develop in the future
- include an action plan to achieve the vision.

Parish Plans should address the present and future needs of a community. The aim is to bring together ideas about how an area can be improved for the benefit of everyone.

## How can a Parish Plan be used?

Parish Plans have lots of benefits, mainly because people have to work together to decide how they want their community to develop in the future. Here are some of the key ways in which you can use a Parish Plan:

- To **take action to improve quality of life** in an area through practical projects such as running a community transport scheme or setting up a youth club.
- To **manage change and address local needs** through the planning process such as supporting the protection of community facilities or building affordable housing.
- To **bid for funding** for local initiatives and to encourage effective partnership working.
- To provide additional detail to **support the Local Plan** through adoption as a Supplementary Planning Document (SPD).
- To **help influence and inform** plans, policies and services of a range of organisations and service providers, including informing district and county Community Plans.
- To **enhance a Parish Council's community leadership** role.

## Who should be involved?

Parish Plans need to be owned by the whole community. To be really effective they should involve everyone who might be affected, including:

- everyone who lives, works or plays some part in the community
- everyone who has an impact on what goes on in the community
- everyone you hope to influence.



## What should a Parish Plan contain?

There is no standard format for a Parish Plan and no prescriptive list of the subjects it must contain. But it should address the key issues that your community feels are important. Parish Plans usually consist of:

- A **report** explaining how the consultation was carried out and the conclusions drawn. This can take various forms, including photographs, documents, sketches or even a video.
- A **succinct action plan** clearly setting out what needs doing, when, why, by whom and at what cost.

The Countryside Agency's Parish Plans guidance (CA122) gives some useful advice. If you need ideas for structuring your Parish Plan, we can show you examples of other completed Parish Plans. The format of Wychavon's Community Plan is a good example of how to set out a plan.

## Who leads Parish Plan development?

Anyone with an interest in improving your area can take a lead, however it is essential to get support from your Parish Council. Usually the process involves setting up a **Parish Plan Steering Group**. This can consist of any members of the community. As the whole community needs to be involved in producing the plan wide membership of the steering group is useful.

## How to get started

1. Talk to your Parish Council.
2. Read the rest of this pack and get a copy of the Countryside Agency's Parish Plans guidance.
3. Get together local people who may be interested and see whether there is interest in starting a Parish Plan. If there is, set up a Steering Group.
4. Ring Wychavon District Council on 01386 565372 and let us know that you want to start a Parish Plan. We'll let you know about the support we can offer.
5. Collate existing information about your community. Some Parish Councils may have already done village appraisals, housing need surveys or other forms of consultation. This will be a good starting point.
6. Generate wider interest – hold an event, talk to people, go to local community groups, write about it in your village magazine.
7. Consult people. The plan needs to be based on information provided from surveys, research, consultation and community participation. Once collected, you will need to analyse and evaluate this information.
8. When you know what your community wants you can start drafting an action plan. This will set out actions to be taken forward by a range of people, including the steering group, Parish Council, other community groups, individuals, service providers and statutory bodies.

## Where to find out more

- Read the other fact sheets in this pack and Community First's Parish Plan newsletter.
- Read the Countryside Agency's Parish Plans guidance (CA122).



# Consulting your community

## Why consult?

Consultation is the most interesting part of parish planning. The issues that are important to you, the Parish Council or your steering group, may not be shared by the rest of your community. So consultation is vital as it gives you a chance to find out what people think of your area and identify the key issues to include in your plan.

## Who should you consult?

The key to a successful Parish Plan is total community involvement. This means you need to consult with everyone in your community. It is particularly important to reach out to those that would not normally get involved in parish activities. A good starting point is to gather some basic information about your parish, such as population and number of households, so you know a bit about the people you are trying to reach.

## Consultation techniques and making it interesting

There are a range of consultation techniques that you can use. The trick is to find the best method to suit the needs of your community. To get the views of everyone you'll probably have to use a number of techniques. Here are some examples:

- **Questionnaires or surveys** – the most preferred method of consultation. These can cover a whole range of issues. If you structure them so there are several options for each question the results will be easier to analyse afterwards.
- **Public meetings** – can be useful to keep people informed throughout the whole parish planning process. If publicised, people will have an opportunity to attend and raise issues and give you feedback on your work. You can also invite guest speakers to discuss a particular topic.
- **Interviews** – with key members of the community or those with particular issues that they want to explore in detail.
- **Planning for real events** – a hands-on, make believe scenario where you ask people what they want to see in their area, such as new shops or sports facilities. Maps or other tools are used to get people to contribute to a proposal of what an area could be like in 5-10 years time.
- **Focus groups** – useful if you would like to explore certain issues from a survey in more detail. For example if the main concerns are about health and transport you could hold focus groups to find out more about these and get ideas for possible solutions.

- **Display boards and suggestion boxes** – put in public places, these can be a quick and easy way to get input from people.
- **Entertainment events** – can take longer to organise but can be more fun for your community. If you hold a music or arts event you could base the event around a community theme. People will be more likely to attend and participate if they think it's an enjoyable activity.

It is also important to keep people informed about progress on the Parish Plan, so providing news updates will be important. There are lots of ways to do this, including leaflets, displays, meetings, parish magazines, letters and notices in the press.

It's also useful if you can use existing services and community groups as a method of engagement. This means that people who may not normally be able to participate can get involved. Examples include:

- using meals on wheels to mail drop leaflets to involve the elderly
- making a presentation at a mother and child group
- using existing community events such as village fetes to gather interest
- working with local youth groups or sports clubs.

## **Demonstrating community involvement**

You will need to demonstrate that the whole community has been involved in producing your Parish Plan. If you want the land use elements of the plan to be considered for adoption, the final version will need to contain an audit of community involvement and include the following information:

- how the Parish Plan steering group was formed
- the methods of publicity used to promote the process and the extent of public consultation
- the extent and opportunities for community involvement and how representative the plan is of the community's views
- how comments were considered and taken into account
- the level of consultation and involvement with us.

## **What next? Using the results of your consultation**

Once you have done your consultation you'll need to look at all the results as well as evaluate how successful it was. If it isn't representative of the community then you may need to do more. It's also important to set out the strengths and weaknesses of your research methods so you know how it can be improved in the future.

When analysing the results, try to identify the key themes and issues and find out what the community as a whole thinks is important. The most supported views should form the basis of your action plan. The next step is to draft your action plan. You may well want to consult with people again when you have a draft to check the priorities are right.

## **Where to find out more**

- Read the fact sheet on preparing your Parish Plan.
- For a full list of consultation techniques, read the Countryside Agency's Parish Plans guidance (CA122).
- Visit [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) for information about your area.



# Preparing your Parish Plan

## What will a Parish Plan contain?

There is no standard format for a Parish Plan, so it's really up to you to decide how you want to present yours. Parish Plans usually consist of:

- A **report** explaining how the consultation was carried out, a summary of the results and the conclusions drawn. This can take various forms, including graphs, tables, photographs, documents, sketches or even a video.
- A **community vision** and **succinct action plan** clearly setting out what needs doing, when, why, by whom and at what cost.

You may also want to include:

- other **information about your area** - such as maps and photographs showing how the area has developed over time, local historical documents, conservation and landscape appraisals, design guidance, a Village Design Statement
- details about **how you prepared the plan** and who's been involved
- details of **how the plan will be monitored** and how it will be kept up to date
- if you want your plan to be **adopted as a Supplementary Planning Document (SPD)** state this clearly and make sure you include anything we require for a SPD.

## Preparing your action plan

Once you've conducted your consultation the next stage is to prepare an **action plan** based on the key issues from the consultation. The ones that are most important to your community should form the basis of your action plan. Your Parish Plan is an overall package of documents about your community. The action plan is a vital part as it sets out what needs to be done to achieve the vision set out in the plan.

Here are some tips on preparing an action plan:

- **keep it simple** – the simpler it is, the easier it will be for people to work from
- **arrange the actions into themes**, e.g. the environment, crime, health
- **set clear timescales** for each action
- **state who is responsible** for delivering each action
- **be honest about what you can achieve** as there may be barriers to some of the actions, e.g. whether you can get funding.
- **be ambitious**, but don't go over the top. If you put in some simpler actions these can be achieved quite quickly and progress can be made while working towards tackling the bigger issues. If there are a lot of actions in your plan it's a good idea to prioritise them.
- include details of **how you will monitor and review** progress

- look at the **action plan template** on the back of this fact sheet.

# Parish Plans & the planning system

## The new planning system

The new land use planning system is intended to reflect a wider, more inclusive approach to planning and has placed greater weight on the use of Parish Plans for this purpose. If your Parish Plan contains information about the use of land in your area then you may want to consider adopting it as **Supplementary Planning Documents (SPDs)**.

Adopted SPDs will form part of the new **Local Development Framework (LDF)**, which will replace the existing **Local Plan**. The LDF is the main tool we will use to guide land use and planning decisions.

The adoption of the land use elements of Parish Plans is however, one of the most difficult aspects of parish planning. **If you want your Parish Plan to carry weight in terms of future development planning you need to get it right.** It is therefore, important that we work together to ensure that the Parish Plan supports the LDF and our planning policies and that we agree the final document for adoption as a SPD.

## What is a SPD?

SPDs are non-statutory documents, so we are not required to produce them. But if adopted they can add detail to our planning policies as they establish a local agenda of important or distinctive issues. This means there are many benefits in producing Parish Plans with land use or development related aspects.

## What are the benefits?

SPDs enable local communities to directly influence planning decisions by providing advice to those preparing planning applications and for us in determining decisions. A SPD is often used to strengthen our position at planning appeals or when negotiating with applicants or developers and, as such, substantial weight can be attached to it. But to do so it needs to have been produced following rigorous procedures involving **continuous community involvement**.

## What do SPDs include?

SPDs may include:

- detailed layout of land uses in an area - the broad allocation of uses and/or a specific site are established in a development plan document so the SPD could add more detail
- design guidance about the character of properties in the area
- implementation of specific schemes such as a riverside project.

## Consultation

Legislation requires SPDs to conform with the policies and proposals contained within the Local Development Framework. The SPD process is



focused on involving the community in its preparation. In order to prevent abortive work and to ensure that the SPD is supportive of our planning policies we advise you to keep us regularly informed, particularly with agreeing your draft Parish Plan.

If you want your Parish Plan to be adopted as a SPD, you must make sure the following consultation arrangements take place:

- agree a final copy with us
- circulate the SPD for inspection and comment to local residents, businesses and the Parish Council
- get the documents placed on our website
- send a copy to the Government Office for the West Midlands and other bodies if they are likely to be affected by it
- advertise it in the local press and publicise widely – to tell people when and where it can be inspected.

A further requirement for SPD adoption is a sustainability appraisal. This is a complex process but one that we can help with. Essentially, you need to demonstrate that the Parish Plan will benefit the community in terms of social, environmental or economic improvements. To ensure that you comply with legislative requirements, please contact us at the start of the process.

### **Adopting your Parish Plan as a SPD**

When we are satisfied that a Parish Plan complies with the LDF and that it is representative of the community's views, we will need to get a formal resolution from our Councillors that they support its use as a SPD. This will involve taking the plan to a series of Committees for discussion. Regular contact with us will allow us to answer any questions raised at Committee. If you have involved your local District Councillor in producing the plan, they will also have the opportunity to support its content and purpose. If we can't reach agreement on all the issues in the plan then we may only adopt certain elements of it.

### **Supporting documents to Parish Plans**

- A **village/town design statement** sets out design guidance for new development based on distinctive local character. It sets out local commitment to good design and development.
- Design statements can be prepared as a stand-alone document or incorporated within a wider Parish Plan.
- **Village or Parish Appraisal** is a questionnaire based survey carried out by and for a local community this could be useful to your Parish Plan
- **Conservation Area Appraisals** are generally carried out by the local authority in consultation with the community.

### **Where to find out more**

- For up to date information on the new planning system and the role of Supplementary Planning Documents see [www.odpm.gov.uk](http://www.odpm.gov.uk) and follow the links.
- For advice about land use elements of your Parish Plan or SPDs contact Jo Scrutton at Wychavon District Council on 01386 565372.
- Log onto [www.wychavon.gov.uk/council/services/planning/index.html](http://www.wychavon.gov.uk/council/services/planning/index.html).

# Community planning

## What is a Community Strategy?

A **Community Strategy** or **Community Plan** is a document that sets out the overall aims, priorities and plans for a particular local area, usually defined by a local authority's boundaries. As the name suggests, a Community Plan should address the present and future needs of the local community. It should also help improve the co-ordination of services delivered by different bodies.

Community Plans address a range of social, environmental and economic issues. They usually contain:

- a **long term vision** for the area focussing on improving quality of life
- an **action plan** setting out shorter term priorities and activities that will help deliver the long term vision
- a **shared commitment** to implementing the action plan from everyone involved
- arrangements for **monitoring** and **reviewing** the plan
- a way of **reporting progress** to the community.

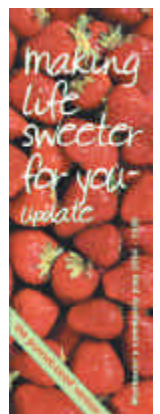
A Community Plan is therefore similar to a Parish Plan but on a wider geographical scale.

## Who prepares it?

The Government requires all local authorities to prepare a Community Plan. However, community planning is about public, private, voluntary and community organisations working together to improve people's quality of life. Most Community Plans are prepared by partnerships of these organisations called **Local Strategic Partnerships** or **LSPs**.

## Is there a Wychavon Community Plan?

'**Making life sweeter for you**' is the community plan for Wychavon. A copy of the punnet-sized summary, pictured here, is included in this pack. There is also a **Community Strategy for Worcestershire**. A booklet summarising it is included in this pack. You can find out more by logging onto [www.worcestershirepartnership.org.uk](http://www.worcestershirepartnership.org.uk).



## What does 'Making life sweeter for you' say?

It sets out a vision for Wychavon of healthy, safe, vibrant and diverse communities, living in a clean and green environment. Its overall aim is **to improve quality of life for everyone in Wychavon**.

The plan contains over 100 actions to be delivered primarily over the next two years. These tackle the issues that people in Wychavon have told us matter most to them. Things like health, crime, housing, the environment and facilities for young people. Most of the actions will be carried out by several organisations working together.



## Who's involved?

'Making life sweeter for you' has been put together by a partnership of organisations that are working together to improve life for people in Wychavon. They include Community First, Hereford and Worcester Fire Brigade, Learning and Skills Council, South Worcestershire Primary Care Trust, West Mercia Police, Worcestershire County Council, Wychavon District Council and our three area LSPs.

## Keeping track of progress

Our co-ordinating **Community Plan Core Group** keeps track of progress on all the actions in the plan. We produce '**tasting the difference**' progress updates three times a year to tell people how we're getting on. These are published in The Wychavon Magazine (twm) and as newsletters, which are available from local libraries, Community Contact Centres and Volunteer Centres.

## What's the Community Plan got to do with Parish Plans?

Wychavon's Community Plan covers the whole of the district and involves many of the key organisations that provide services for residents, such as the police, health service and local authorities. Parish Plans often have something to say about key policy issues that these agencies are responsible for. So the Community Plan provides a potential route by which Parish Plans can influence the planning and delivery of local services.

Most Parish Plans will contain two main types of proposals:

- **Action that the community proposes to take itself**, such as creating a new play area, setting up a car share scheme or reopening a village shop.
- **Proposals that require action from or changes to the policies or services of other bodies**, such as building affordable housing, introducing traffic calming measures or closing a village school.

The first type may benefit from advice or support from other bodies, but it does not need their active involvement to succeed. The second type of proposal provides an opportunity to influence other agencies, the LSPs and feed into community planning at a district or county level. The 'bridges' diagram in this pack identifies some of the routes for influencing these bodies. We are putting together a simple 'bridging' template to help you identify which proposals from your Parish Plan 'bridge' or fit with the Community Plan or LSP Action Plans.

Finally, Parish Plans are like Community Plans at a more local level. Although there are no prescribed formats for Parish Plans, if you need some ideas to help you put your Parish Plan together you may find it helpful to look at the format of 'Making life sweeter for you'.

## Where to find out more

- Read the fact sheets on Local Strategic Partnerships and 'bridging'.
- Read the punnet sized summary of 'Making life sweeter for you'.
- Read the booklet on Worcestershire's Community Strategy.
- Ring 01386 565517 or 01386 565508.
- E-mail [communityplanning@wychavon.gov.uk](mailto:communityplanning@wychavon.gov.uk).
- Log onto [www.wychavon.gov.uk/communityplanning](http://www.wychavon.gov.uk/communityplanning).
- Log onto [www.worcestershirepartnership.org.uk](http://www.worcestershirepartnership.org.uk).



# Local Strategic Partnerships

## What is a LSP?

A **Local Strategic Partnership** or **LSP** is a multi-agency partnership involving key 'stakeholders' in a particular area, often defined by a local authority's boundaries. Typically a LSP consists of public, private, voluntary and community organisations working together to meet local needs and improve social, environmental and economic well-being in a particular area. Most Community Plans are prepared by LSPs.

LSPs are usually set up and guided by, but not 'owned' by, a local authority. And they often act as an 'umbrella' for many existing partnerships and groups.

## Does Wychavon have a LSP?

In Wychavon we have a district wide, co-ordinating **Community Plan Core Group** and **three area based LSPs**. Each LSP is based around one of our three main towns of Droitwich, Evesham and Pershore and also covers the surrounding rural areas.

There is also a county wide LSP, called the **Worcestershire Partnership**. You can find out more about this by logging onto the partnership's website at [www.worcestershirepartnership.org.uk](http://www.worcestershirepartnership.org.uk).

## Who's on the Wychavon LSPs?

**Community Plan Core Group:** representatives from Community First, Hereford and Worcester Fire Authority, Learning and Skills Council, Rooftop Housing, South Worcestershire Primary Care Trust, West Mercia Police, Worcestershire County Council, Wychavon District Council and the Chairs of the three LSPs.

**Droitwich Area LSP:** representatives from Country Land & Business Association, County and District Councils, DARTS, Droitwich Canals Trust, Droitwich Council for Voluntary Services, High School, Rural Transport Partnership, South Worcestershire PCT, Spa Housing Association, Town Council, Westlands Community Planning Forum, Worcestershire CALC and Worcestershire Wildlife Trust.

**Evesham Area LSP:** representatives from Civic Society, Commerce & Tourism Association, Community First, Country Land & Business Association, County and District Councils, Evesham Volunteer Centre, Evesham College, Job Centre, Prince Henry's School, Rural Transport Partnership, South Worcestershire PCT, Town Council and Worcestershire CALC.

**Pershore Area LSP:** representatives from Chamber of Trade, Civic Society, Community First, Country Land & Business Association, County and District Councils, Number 8 Arts Centre, Pershore College, Pershore & District Voluntary Help Centre, Pershore High School, South Worcestershire

## What do the LSPs do?

The Community Plan Core Group is responsible for preparing the Community Plan, managing and reporting progress against the actions in it. The Core Group also gives partners an opportunity to discuss joint approaches to more strategic issues across the district and to link in with the Worcestershire Partnership.

The three area based LSPs exist to improve the quality of life in the areas within which they operate. The Evesham and Pershore Area LSPs started life as **Market Town Partnerships**, with a significant amount of funding to spend on regeneration projects. They have recently evolved into LSPs.

Each LSP has an **action plan** setting out projects and actions to meet some of the local needs in the towns and surrounding areas. Here are a few of projects that the LSPs are currently involved in:

- **Droitwich Area LSP:** green necklace of circular footpaths around Droitwich, rejuvenating Berry Hill industrial estate, hospital transport scheme.
- **Evesham Area LSP:** Vale of Evesham guide, circular walks and minibus link from town centre to the Country Park.
- **Pershore Area LSP:** Number 8 Arts and community centre, Eckington youth shelter, Village Lynx transport scheme, regenerating the rear of Pershore High Street.

## What have LSPs got to do with Parish Plans?

Many of the key organisations that provide services for residents or have a major stake in parts of the district are represented on the Core Group and the LSPs. So the LSPs offer a potential route by which Parish Plans can engage with and influence the planning and delivery of local services.

To deliver some of the proposals in your Parish Plan you may find it helpful to ask your LSP for advice, support or even funding. For other proposals you may need to ask the LSP to take some action on your behalf to influence other agencies.

The 'bridging' diagram in this pack identifies some of the routes for influencing the LSPs. The good news is that **groups involved in Parish Planning already have links into the LSPs** through the Community First, CALC, Town Council and Voluntary Services representatives on each one. We are also putting together a simple 'bridging' template to help you identify which proposals from your Parish Plan 'bridge' or 'fit' with the LSP Action Plans or Community Plan.

## Where to find out more

- Read the fact sheets on Community Planning and 'bridging'.
- Look at the map in this pack to see which area LSP covers your area.
- Ask for a copy of your area LSP's action plan.
- Contact a Community First, CALC, Town Council or Voluntary Services representative on your area LSP.
- E-mail [communityplanning@wychavon.gov.uk](mailto:communityplanning@wychavon.gov.uk).
- Log onto [www.wychavon.gov.uk/communityplanning](http://www.wychavon.gov.uk/communityplanning).
- Log onto [www.worcestershirepartnership.org.uk](http://www.worcestershirepartnership.org.uk).



# LSP areas & key contacts

## What areas do the LSPs cover?

The map on the back of this sheet shows which parishes and towns our three LSPs cover.

## Who are the key contacts?

**Groups involved in Parish Planning already have links into the LSPs** through the Community First, CALC, Town Council and Voluntary Services representatives on each one. Here are the details of these contacts for each LSP:

### ▪ Droitwich Area LSP

Sue Poyer - Droitwich Council for Voluntary Service: 01905 779115  
CALC representative – to be confirmed  
Community First representative – to be confirmed

### ▪ Evesham Area LSP

Brian Browne – CALC: 01386 860745  
Bryan Haines – Community First: 01684 573334  
Helen Humber: 01386 858794 e-mail: helen.humber@btinternet.com  
Tony Lyon – Evesham Volunteer Centre: 01386 47520

### ▪ Pershore Area LSP

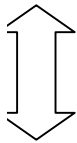
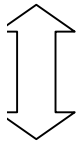
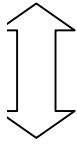
Cilla Cameron – CALC: 01386 850494  
Bryan Haines – Community First: 01684 573334  
Kate Walton – Pershore & District Voluntary Help Centre: 01386 556080



# Community planning in Wychavon: 'bridges' between the partnerships & plans

The diagram below sets out the different partnerships and groups involved in community planning and Parish Plans in Wychavon and the bridges, or links, between them. It also shows how the different community, LSP and Parish Plans can bridge together.

<p><b>Parish Planning groups</b> Usually based around a village or community responsible for <b>Parish Plans &amp; Village Design Statements</b></p>	<p>Bridges created by identifying action beyond the scope of the parish and feeding into LSPs and community planning processes. And by seeking advice and support from agencies on the LSPs and Core Group.</p> <p>Bridges with area LSPs created by contact with <b>CALC, Community First, Town Council</b> and <b>Volunteer Centre</b> representatives.</p>	<p>Jo Scrutton 01386 565372 jo.scrutton@wychavon.gov.uk</p> <p>Karen Humphries 01684 580708 Karenh@communityhw.org.uk</p>
<p><b>Droitwich Area LSP</b> <b>Evesham Area LSP</b> <b>Pershore Area LSP</b></p> <p>LSPs based around the main towns and surrounding rural areas responsible for <b>LSP area action plans</b> – sometimes known as Market Town Action Plans</p>	<p>Bridges created by including actions from Parish Plans, requiring action from agencies outside the parish, in LSP action plans and community representatives exerting influence on decision making of partners on the LSP.</p> <p>Bridges created by <b>CALC, Community First, Town Council</b> and <b>Voluntary Services</b> representatives on each LSP. Opportunity to build bridges through open membership of topic based theme groups.</p>	<p>Cherrie Mansfield 01386 565508 cherrie.mansfield@wychavon.gov.uk</p>
<p><b>Wychavon Community Plan Core Group</b> effectively a district wide LSP responsible for <b>'Making life sweeter for you' - Wychavon's Community Plan</b></p>	<p>Bridges created by including key actions from the LSP action plans and relevant actions from Parish Plans in the Wychavon Community Plan. And LSP representatives on the Core Group exerting influence on district wide strategy of partners.</p> <p>Bridges created by <b>Community First</b> and <b>three area LSP</b> representatives on the Core Group.</p>	<p>Cherrie Mansfield 01386 565508 cherrie.mansfield@wychavon.gov.uk</p> <p>www.wychavon.gov.uk/ communityplanning</p>
<p><b>Worcestershire Partnership</b> county wide LSP responsible for the <b>Worcestershire Community Strategy</b></p>	<p>Bridges created by including relevant actions from the Wychavon Community Plan in the Worcestershire Community Strategy. And LSP exerting influence on county wide partnership.</p> <p>Bridges created by <b>CALC, Community First, Core Group Chairman</b> and <b>District Council</b> representatives on the Partnership Board. Opportunity to join up even more through membership of the seven theme groups.</p>	<p>Patrick Clark 01905 728738 pclark1@worcestershire.gov.uk</p> <p>www.worcestershirepartnership.org.uk</p>







# What we expect from you & how we can help you

It is vital that Parish Plans are led and developed by local communities. However, there are a number of organisations that can offer you advice and support. This fact sheet outlines the support that we, Wychavon District Council and Community First, can offer to help you with your Parish Plan. But we also need your help so that we can target our resources most effectively.

## What we expect from you

- contact us to let us know that you are starting a Parish Plan
- let neighbouring parishes know that you are preparing a Parish Plan - you might be able to work together on some aspects of it, share good ideas and expertise
- keep in touch with us regularly – so we can keep you up to date with the support available, for example through training events and updates to this pack
- if you're using a questionnaire as part of your consultation – we can check it for you if you send us a draft
- record all your consultation techniques – how and when they were undertaken, the results, what you did with the results and how you provided feedback to the community
- discuss any land use aspects of your plan with us
- send us a draft of your Parish Plan.

## How Wychavon District Council can help you

- **Parish Plan Support Pack** – this pack contains a range of fact sheets setting out simple guidance on different aspects of parish planning, plus a useful contacts leaflet and signposts to more detailed resources. Let us know if you want more copies of the pack. Please let us know what you think of it by filling in and returning the feedback sheet. From time to time we will send you new fact sheets or updates to include in your pack.
- **Programme of training sessions** - covering different aspects of parish planning, with a surgery style session at the end of each. You need to book in advance to attend these sessions. For details ring Jo Scrutton on 01386 565372.
- **Reaching out presentation** - a useful way to start off your Parish Plan is to learn more about our work and the support we offer. We can give you a general presentation about our services, or tailor it according to your needs. To book a presentation ring Rob Mace on 01386 565517.
- **Questionnaire and consultation advice** – if you're using some kind of questionnaire to get views from your community, we can check your questionnaire for you. If you send us a draft of your

questionnaire, we will comment on it, suggest changes and return it to you within 2 weeks.

- **Advice on data analysis and dealing with consultation results** - let us know what help you require and we will agree a timescale with you.
- **Discuss planning information** with you - to explain more fully the relationship between the Local Plan and the Parish Plan and the procedures for your plan to be adopted as SPD. We can also advise on land use components of your plan so that it can be used to maximum effect in influencing and making land use planning decisions.
- **Analysis of draft Parish Plans** - to identify land use issues for adoption as SPD and to identify links to the Community Plan and LSPs.
- **Display materials** – we can lend you some display material for events you are holding. We may also be able to provide maps for consultation/exhibitions, where copyrights allow, but will need at least two weeks notice.
- **Wychavon Community Grants** - as a source of funding to help deliver well researched and representative projects in Parish Plans. For more details contact Jem Teal on 01386 565235.
- **Answer general enquiries** on Parish Plans that you can't find an answer to in this pack or in the Countryside Agency's Parish Plans guidance. E-mail these to [parish.planning@wychavon.gov.uk](mailto:parish.planning@wychavon.gov.uk). We will respond within seven working days or tell you if it's going to take longer.

Due to the high level of parish planning activity in Wychavon, we will not attend Parish Plan steering group meetings or other Parish Plan events unless we can't assist in any other way and are given at least six weeks notice.

## How Community First can help you

Community First is the Rural Community Council for Herefordshire and Worcestershire. We play an important role in supporting Parish Plan groups across the county and are working closely with Wychavon District Council to support you, particularly by:

- **Networking** – to put you in touch with other groups working on Parish Plans so that you can exchange information and ideas.
- **Help and ideas** with finding ways to involve everyone in your community. And help with appropriate consultation techniques.
- **Attending important meetings** about your plan.
- **Parish Plan newsletter** - providing information and news about parish planning across the county.

## Where to find out more

- Contact Jo Scrutton at Wychavon District Council on 01386 565372 or by e-mail to [jo.scrutton@wychavon.gov.uk](mailto:jo.scrutton@wychavon.gov.uk).
- Contact Karen Humphries at Community First on 01684 580708 (from Wednesday to Friday) or by e-mail at [karenh@communityhw.org.uk](mailto:karenh@communityhw.org.uk).



# Getting funding for your Parish Plan

## Finding funding

One of the biggest problems facing Parish Plan groups is that of funding. Until recently the Countryside Agency offered grants to help groups prepare Parish Plans. Now these grants are no longer available, so what should you do?

The good news is that it doesn't have to cost much to prepare and produce a Parish Plan. Many groups start off using small grants from their Parish Council to pay for meetings and consultation events and several have managed to persuade local businesses to kick start the process in return for advertising. Others have been successful at raising funds through raffles and car boot sales!

Of course producing a Parish Plan is just the start of the process. **The important part is delivering the actions in your Parish Plan** and you might well need some funding to help you do this.

This fact sheet includes some tips on putting together funding bids and lists some possible sources of funding and signposts you to other places where you can get help and advice.

## Making an application for funding

Applying for funding can be daunting, particularly if you've not put a bid together before. Although funding bodies have different requirements, there are some things they typically look for when assessing applications. Here are some tips to help you prepare funding applications:

- **start early** – it can take a while to put a bid together and you may need to include information that you don't have to hand. It can take up to six months from making an application to hearing the result of it, so be realistic about timescales.
- **do a draft** of your application first before completing the form properly
- **answer every question**, or explain why you haven't
- **give a clear explanation** of your project
- **include your constitution** and make sure it is signed or there is evidence of adoption in a set of minutes
- **provide evidence of need** for your project
- **include your accounts or projections** if you are a new organisation and make sure your budget is accurate
- **submit a Business Plan** if required
- **don't work in isolation** - use local networks such as the Council for Voluntary Services or Lottery Officer
- **get an impartial opinion** on your form before sending it off
- be prepared to **provide more information** if asked.

The main areas on which applications fail are:

- incomplete forms
- failure to submit all the necessary information
- failing to adequately address the criteria of the funding programme
- lack of evidence of need for the project
- poor financial arrangements
- failing to convince funders of the organisation's ability to manage the work
- poor future fundraising plans
- poor user involvement
- poor Equal Opportunities practice
- duplication of other local work/poor networking
- overall, poor planning and a failure to describe the project.

## Charitable trusts

There are thousands of charitable trusts operating throughout the UK. The majority will only fund charities, but some do fund organisations with benevolent and clearly 'not for profit' objects.

In general, local trusts tend to focus more on disability and children. Larger national trusts, such as Lloyds TSB, Esme Fairbairn and the Tudor Trust, are more targeted and focus on disadvantage, equality and 'less popular' causes. Below are two examples of trusts – one national and one local.

- **Lloyds TSB** - a well-established national funder. Their overall policy is to support under funded charities so people, especially disadvantaged or disabled people, can play a fuller role in the community. Lloyds TSB supports a wide range of activities which fall within the broad areas of social and community needs, education and training. The average grant in 2003 for work at a local level was £5,760. For more details log onto [www.lloydstsbfoundations.org.uk](http://www.lloydstsbfoundations.org.uk).
- **The Eveson Trust** - a local funder. The trust provides support for the voluntary and community sector in Herefordshire, Worcestershire and other parts of the West Midlands. They are an important funder for Worcestershire, providing funds for projects aimed at supporting the elderly, people with disabilities, children in need, hospitals, hospices, the homeless and medical research. For more information contact the Administrator, Alex Gay, on 01452 501352.

## Lottery funding

Lottery funding is complicated. The distributors are the **Big Lottery**, the **Arts Council**, **Sport England** and the **Heritage Lottery Fund**. A summary of the lottery funds is below.

- **Awards for All** - a quick and easy way for any community group to access from £500 to £5,000 of lottery funding. The overall aims of Awards for All are to extend access and participation, increase skill and creativity and improve quality of life. Bids are likely to score more highly if they are first time applications from, or projects that develop new activities for black and minority ethnic communities or older people and their carers, or projects that develop the organisational skills of small community groups. The application process is straight forward, and if you fail first time, it's worth persisting. For more information log onto [www.awardsforall.org.uk](http://www.awardsforall.org.uk) or ring 0845 600 2040.
- **Community Fund** – offers main grants up to £250,000 and medium grants up to £60,000. The overall aim of the fund is to 'meet the needs of those at greatest need in society, and to improve the quality of life in the community'. The regional priorities are disabled people and their carers, older people and their carers, children and young people, people living in disadvantaged areas and black and minority ethnic communities. Getting funding from the Community Fund can be

quite hard, but if it's for something that meets the priorities it's worth applying. For more information log onto [www.c-f.org.uk](http://www.c-f.org.uk).

- **New Opportunities Fund** - tends to be more strategic, working with local authorities on large programmes, such as the PE in schools initiative, which brought £3 million into Worcestershire for improvements to designated schools.
- **Young People Fund** –a new programme from the Big Lottery Fund. Youth organisations can get up to £150,000 over three years. More details are available at [www.biglotteryfund.org.uk/assets/ypf\\_brochure.pdf](http://www.biglotteryfund.org.uk/assets/ypf_brochure.pdf).
- **Arts Council** - lottery funding for the arts is distributed via the Arts Council in the West Midlands. As with the other distributors, for quick and easy funding up to £5,000, Awards for All offers the best bet. For all other awards visit the website at [www.artscouncil.org.uk/funding/](http://www.artscouncil.org.uk/funding/) and contact the County Arts Officer, Steve Boffy, on 01905 766247.
- **Heritage Lottery Fund** – there are a number of streams to this fund. A key element is that funded projects should contribute to local regeneration. To find out more log onto [www.hlf.org.uk](http://www.hlf.org.uk).
- **Sport England** - priorities focus on increasing participation in sport, and in making links to health issues. More information is available at [www.sportengland.org](http://www.sportengland.org).

## Community Champions

Grants of £50 to £2,000 for individuals showing leadership in their communities and for small scale community-inspired projects. Work towards producing a Parish Plan may be eligible as the fund offers support for training, purchasing equipment to support a project, putting together a bid or developing management skills. Community First administer this fund in Worcestershire. For more information contact Sophie Mead at Community First on 01684 573334 or log onto [www.go-wmwm.gov.uk/cru/socialinclusion/communitychampions](http://www.go-wmwm.gov.uk/cru/socialinclusion/communitychampions).

## Wychavon community grants

Wychavon District Council runs an annual community grants scheme. Applications are usually open from March to May each year. Contact Jem Teal on 01386 565235 for more information or log onto [www.wychavon.gov.uk](http://www.wychavon.gov.uk).

## Where to find out more

- Read the Good Practice in funding guide produced by the National Lottery Charities Board.
- Ring Ruth Christie at Community First on 01684 580860.
- Ring Worcestershire Partnership Funding Manager, Chris Brookes on 01386 565343.
- Log onto: [www.access-funds.co.uk](http://www.access-funds.co.uk) – grants information for charitable and non-profit sector  
[www.cibfunding.org.uk](http://www.cibfunding.org.uk) – Charities Information Bureau  
[www.governmentfunding.org.uk](http://www.governmentfunding.org.uk) – to track all government funding for the voluntary and community sector

# Supporting Parish Plans

contacts who can help you take action in your area

Details of local organisations that can give you help and advice on a wide range of issues are listed below. They will also be able to signpost you to other sources of help.

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<b>Arts</b>	
Steve Boffy or Ann Langford, Worcestershire County Council	01905 766247
Louise Fenton, Wychavon District Council	01386 565396
Charlotte Saunders, Number 8 Community & Arts Centre, Pershore	01386 561906
<b>Childcare</b>	
Early Years Learning Partnership	01905 790550
<b>Community Planning &amp; Local Strategic Partnerships (LSPs)</b>	
Wychavon Community Plan, Rob Mace, Wychavon District Council	01386 565517
Droitwich Area LSP, Cherrie Mansfield, Wychavon District Council	01386 565508
Evesham Area LSP, Lew Hammond, Wychavon District Council	01386 565518
Pershore Area LSP, Hilary Philpott, Wychavon District Council	01386 565519
Worcestershire Partnership, Patrick Clarke	01905 728738
<b>Communications &amp; Promotions</b>	
Anne-Marie Darroch, Wychavon District Council	01386 565102
Jo Barker, Worcestershire County Council	01905 763763
<b>Community Safety</b>	
David Hemming, Wychavon District Council	01386 565301
Neighbourhood Watch Schemes, Adrian Simmonds, West Mercia Police	08457 444888
<b>Consultation Techniques</b>	
Jo Scrutton, Wychavon District Council	01386 565372
<b>Environment</b>	
Abandoned vehicles, Andrea Cole, Wychavon District Council	01386 565240
Countryside Service, Worcestershire County Council	01905 768216
Flooding and land drainage, Tony Jones, Wychavon District Council	01386 565206
Landscaping, forestry and conservation, Jim Burgin, Wychavon District Council	01386 565366
Listed Buildings, David Page, Wychavon District Council	01386 565327
Waste & Recycling, Mark Edwards, Wychavon District Council	01386 565245
<b>Funding &amp; Grants</b>	
Community Grants, Jem Teal, Wychavon District Council	01386 565235
Chris Brooks, Worcestershire Partnership	01386 565343
Ruth Christie, Funding Advisor, Community First	01684 573334
Severn Waste Environment Fund	01684 577001
<b>Health</b>	
Janet Ferguson, South Worcestershire Primary Care Trust	01905 760091
<b>Housing</b>	
Frances Evans, Wychavon District Council	01386 565524
Alan Saunders, Community First	01386 565521
<b>Information About The Area</b>	
David Onions, Worcestershire County Council	01905 766712
Rob Mace, Wychavon District Council	01386 565517
<b>Land Use &amp; Planning</b>	
Policy Planning, Wychavon District Council	01386 565365
<b>Parish Plans &amp; Village Design Statements</b>	
Karen Humphries, Community First	01684 580708
Jo Scrutton, Wychavon District Council	01386 565372
<b>Parks, Play Areas &amp; Open Spaces</b>	
Children's Information Service, County Council	01905 790560
Lyn Stevens, Wychavon District Council	01386 565407

## Sports & Sports Clubs

Jem Teal, Wychavon District Council  
Steven Brewster, Worcestershire All Sports Partnership

01386 565235  
01905 855537

## Training

Business training, The Skills Station  
Community training, Community First

0845 4506162  
01684 573334

## Transport

Ben Sheehy, Wychavon & Redditch Rural Transport Partnership  
Sally Everest, Highways Partnership Unit  
Mick Stewart, Worcestershire County Council  
Chris Atkinson, Community Transport, Worcestershire County Council  
Footpaths, Environmental Services, Worcestershire County Council  
Cycling, Travel Plans, Fred Davies, Wychavon District Council  
Safer Routes to schools, Andy Cooke, Worcestershire County Council  
Travel Plans, Paul Griffin, Wychavon District Council

01905 768405  
01386 565192  
01905 766817  
01905 768461  
01905 766477  
01386 565205  
01905 766706  
01386 565205

## Tourism & Events

Angela Tidmarsh, Wychavon District Council

01386 565373

## Village Halls & Community Facilities

Village shops, Jane Dobson, Wychavon District Council  
Sarah Fishbourne or Bryan Haines, Community First

01386 565278  
01684 573334

## Voluntary Services

Pershore Volunteer Centre  
Evesham Volunteer Centre  
Droitwich Spa Council for Voluntary Service

01386 554299  
01386 40165  
01905 779115

## Young People

Youth Worcs Rural, Ian Layton  
Worcestershire Youth Service - Ema Kirbyson  
Julie Bishop, Wychavon Youth Strategy Group - Worcestershire County Council  
Jem Teal, Wychavon District Council

01386 550323  
01905 776708  
01905 765451  
01386 565235

## Websites

- **Area statistics & information**
- **Awards for all**
- **Community Association of Local Council's**
- **Community First**
- **Community Website Builder**
- **County Council Joined up Information Service**
- **Countryside Agency**
- **Environment Agency**
- **Health services**
- **Information & Development Agency**
- **UK Sports website**
- **Vital Villages**
- **Voluntary organisations**
- **Welcome to our future**
- **Worcestershire All Sports Partnership**
- **Worcestershire County Council**
- **Worcestershire information**
- **Worcestershire News Website**
- **Worcestershire Partnership**
- **Worcestershire Tourism**
- **Wychavon District Council**

[www.neighbourhoodstatistics.gov.uk](http://www.neighbourhoodstatistics.gov.uk)  
[www.awardsforall.org.uk](http://www.awardsforall.org.uk)  
[www.worcscalc.org.uk](http://www.worcscalc.org.uk)  
[www.communityhw.org.uk](http://www.communityhw.org.uk)  
[www.communitykit.ik.com](http://www.communitykit.ik.com)  
[www.juis.org.uk](http://www.juis.org.uk)  
[www.countryside.gov.uk](http://www.countryside.gov.uk)  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)  
[www.worcestershirehealth.nhs.uk](http://www.worcestershirehealth.nhs.uk)  
[www.idea-knowledge.gov.uk](http://www.idea-knowledge.gov.uk)  
[www.sportengland.org.uk](http://www.sportengland.org.uk)  
[www.vitalvillages.org.uk](http://www.vitalvillages.org.uk)  
[www.wedo.org.uk](http://www.wedo.org.uk)  
[www.turntheworld.com](http://www.turntheworld.com)  
[www.wasports.org.uk](http://www.wasports.org.uk)  
[www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)  
[www.01905.com](http://www.01905.com)  
[www.thisisworcestershire.gov.uk](http://www.thisisworcestershire.gov.uk)  
[www.worcestershirepartnership.org.uk](http://www.worcestershirepartnership.org.uk)  
[www.worcestershires-heritage-garden.org](http://www.worcestershires-heritage-garden.org)  
[www.wychavon.gov.uk](http://www.wychavon.gov.uk)

If you are taking action in your area remember that your local councillors are there to help. For information about your District Councillors contact Wychavon District Council on 01386 565000. To get in touch with your County Councillors contact Jenny Murray at Worcestershire County Council on 01905 728650

*When using this leaflet you may find some of the information has changed.*

*If so please contact **Rob Mace** on **01386 565517** or e-mail [robin.mace@wychavon.gov.uk](mailto:robin.mace@wychavon.gov.uk)*



# Parish Plan Support Pack

## Feedback sheet

We'd like to hear what you think of this Parish Plan Support Pack. Please spend a few minutes filling in this sheet to give us your views.

### 1. How informative did you find the Support Pack?

very       quite       not very       not at all

### 2. Which parts did you find most useful?

### 3. Which parts did you find least useful?

### 4. How do you think we can improve the pack?

### 5. Are there any other issues about parish planning that you'd like to know more about?

### 6. If you have already started parish planning, how are you finding the experience?

**7. What do you think is the most difficult aspect of parish planning?**

**8. Are there any topics you'd like to learn more about at a training session?**

**9. Any other comments?**

**10. About you**

Name of parish:

Contact name:

Tel. no:

E-mail:

Stage of your Parish Plan:

interested

action planning

started

published

consultation

implementing

Thank you for completing this feedback sheet. Your answers will provide us with useful feedback about Parish Plans in Wychavon and help us to tailor the support we provide to meet your needs.

**Please return this form to Planning Services, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT.**