

A quick guide to Town and Parish Plans

The process for producing a Town/Parish Plan

Prepare	Get people interested – gather support
	Form a steering group – people to lead the process
	Work out a timetable for the next 12 or so months and a budget
Consult	Use a variety of ways to engage and consult people so that you gather lots of ideas and different views
Write the plan	Pull together the needs and concerns
	Produce an action plan and a report
	Share the results with everyone and encourage people to help with the actions – launch it with a celebration
Use it	Use it to influence others and carry forward your actions
	Regularly review, update and feedback progress to the community
Keep updating it	Keep it a living document that you can update, add to, and consult further on – build on it

Unlike a Neighbourhood Plan a Town/Parish Plan has no statutory weight in terms of planning so what are the benefits of doing one?

- Your issues may not be all about planning and these plans are holistic, looking at all aspects of the community and encouraging community action
- They are flexible, you can use a wide range of consultation techniques to consult the entire community and encourage people to participate in improving the place where they live
- You can start working on issues as they are identified and bring in partners e.g. Suffolk County Council Highways, bus companies, utilities etc. straight away rather than wait for the plan to be completed
- It will give you quantified evidence of local need which can be used to show a need for services (this helps statutory agencies to know where to target their services) or help with funding bids for projects and groups
- It identifies specific local concerns for action and positive aspects to build on, and gives the town/parish council a clear plan of action that helps them provide what the community really needs

They encourage:

- community action
- participation in local affairs
- volunteering
- setting up of new groups and services
- community spirit

For further information please contact:

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