

Drafting your Parish Plan

The Parish Plan Report

There are probably as many ways of presenting a Parish Plan as there are parishes. The format shown is typical and contains the main elements of the plan.

Making your Parish Plan attractive and readable

- Keep the language you use simple, avoid jargon and fancy terminology
- Local maps and pictures can bring text to life and highlight points being made in the community
- Insert comments made by the community. This makes it more interesting to read.
- Consider the type, size and colour of the text. Would someone with a visual impairment be able to read it?

Things to remember...

Your plan does not have to be glossy. It is the content, especially the action plan which is important.

Liaise with your local authority and Parish/Town council on it's content

Having electronic action plans are useful for sharing with partner organisations, putting on websites and keeping up to date.

1: Foreword

Perhaps from the chair of the steering group.



2: Introduction

A brief synopsis of why you decided to do a Parish Plan, who was involved in doing it, how you have attempted to reach all sectors of the community and how long it has taken.



3: Snapshot

A profile of your community. This information will provide the reader with a good understanding of your community and set the scene for issues that are raised through consultation.



4: Consultation

Describe the consultation process you have taken, i.e. how many questionnaires went out and your level of response. Include the activities you organised in the community.



5: Issues

Identify the issues under various headings, resulting in recommended actions which are then linked into the action plan. It is also good to include what people like about the community and a vision for the Parish/Town.



6: Action Plan

The action plan is the final section of the Parish Plan and you may wish to consider it as being able to be a stand alone document. Keep the information factual and objective.

Creating your Action Plan

What is an Action Plan?

The action plan is the most important part of the parish plan. A clear action plan is a vital tool which enables other organisations to help you.

The action plan is a short summary that lays out the issues, the outcomes desired, the issues priority and a timeframe for implementation.

A good action plan must be:

Specific, Measurable, Achievable, Relevant, Timetabled

"There appears to be a growing recognition that the success of Parish Planning hinges on implementing the action plan".

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