

Implementation of your Parish Plan

Role of the Parish/Town Council

The Parish Council should adopt the plan having agreed to the final draft. Your Parish Council can act as champions for the plan in liaising with Local Authorities and other service providers.

The Council does not have to take a lead on all the actions identified within the Action Plan, but should have the Parish Plan as a regular item on their agenda.

The Role of the Steering Group

The Steering Group can be important to ensuring that momentum with the plan is not lost and can assist with moving forward on some of the parish plan projects.

You may need to recruit some new volunteers and skills to take forward some actions. You may wish to call this group an 'Implementation Group'.

The Working Groups

If you have set up working groups to produce the Parish Plan, these groups can take responsibility for actions, recruitment of volunteers, focusing perhaps initially on quick wins to demonstrate progress and reporting back to the Steering Group/Parish Council.

Project Planning

Once the Action Plan is completed - at the implementation stage and depending on the size and type of action, you may need to develop your action points in more depth to produce project plans. CCD can help you with this!

Key steps to kick off implementation

- Send copies of your Parish Plan to all those organisations which you have identified in the action plan which can help with some of the actions.
- Check with CCD and District/County Officers on what support and resources might be available to you.

This is your Parish Plan and you are responsible for implementing it!

Top Tips for Implementation

- Work towards 'quick wins' - it will demonstrate progress at the early stages. Or alternatively, start work on the 'hot topic' that people care about.
- Gain demonstrable commitment from key partners
- Involve existing groups
- Recruit new volunteers
- Remember not everything can be implemented at once - it's better to work slow and steady than work at a unsustainable pace.

Monitoring and Review

It's the responsibility of the Parish Council to monitor the progress made with the Action Plan and to work with the Steering/Implementation Group.

Update your Action Plan as things progress - the 'Communities in Action Database' could help with this.

In the long term - it is worth reviewing your plan annually to help with reporting on successes and difficulties and to review your plan completely after 5 years.