

Parish planning the importance of an action plan!

An action plan is a key part of your parish plan document, as it provides a synopsis of the issues identified through out your plan. A clear action plan is vital as it is a tool which enables other organisations to help you.

"There appears to be a growing recognition that the success of parish Planning hinges on implementing the action plan. "www.defra.gov.uk).

The template provided illustrates the headings your action plan could include. Knowstone action plan further provides an example of good practice, and displays a clear example of how to format an action plan.

It is important that your action plan is well structured. A good way to do this is to include key headings. However an action plan should be flexible as it is an outcome of issues identified within your parish plan, and may not mirror exactly the example shown.

"All Parish Plans are different, as they are developed by each community in response to their own needs, using their unique skills and enthusiasm." www.defra.gov.uk).

Finally remember **SMART**

Specific - be specific who, what, where, why, how.

Measurable - Ensure you will know how you will measure each action.

Achievable- ensure actions proposed are achievable and not unrealistic.

Relevant-is the community behind the actions, evidence supporting this.

Timetabled - agreed and defined timeframes among parish plan group.

- Try to avoid using term 'ongoing' as it is not specific enough, and often means things begin to drift.

Headings

Issues	Aims	Action	Partners	Priority	Time scale
<p>A synopsis of all the issues identified within the parish plan. (It may be useful to break these down into sections such as Employment, health, young people ect.)</p>	<p>Specification of the issues identified and vision of possible outcomes</p>	<p>Outline what proposed actions are to be undertaken</p>	<p>Outline who you propose to work with</p>	<p>Is it</p> <ul style="list-style-type: none"> • High • Medium • Low 	<p>Is it</p> <ul style="list-style-type: none"> • Short term • Medium term • Long term <p>Dates may be useful, though not essential</p> <p>(You need to decide what you mean by time scale) E.G</p>
<p>E.G Health</p> <p>Difficulty in accessing health services</p>	<p>Improve access to health services</p>	<p>Set up health clinic in village hall</p>	<p>CCD Primary care trust Social services Local nursing home Age Concern</p>	<p>Medium</p>	<p>Medium (to be addressed within the next couple of years)</p>