

PAULTON COMMUNITY PLAN NOTES

PROCESS

- Steering Group established May 2007
- 12 local residents, with a mix of business skills & local knowledge
- Training input from Community Action
- Parish & Community Planning Toolkit used as a process guide
- Grant funding from Quartet Community Foundation (£3000) and Paulton Parish Council (£1250)
- Original budget £15978, of which over 60% was volunteer labour & in-kind contributions
- Steering Group produced a Constitution, Role Statements, Strategic Agenda, Risk Assessment, Project Plan & Data Management Policy
- Informal consultations held with residents during 2007
- Formal questionnaire launched mid 2008 – 29% response
- Results collation & analysis took over 12 months
- Action Plan drafted & discussed with Parish Council end 2008
- Action Plan refined & reformatted to better align with Sustainable Communities Strategy
- Report & Action Plan adopted by Parish Council & published April 2010
- Executive Summary circulated to every household as an insert in The Paulton Letter June 2010
- Final spend approx £35000, of which £4250 was cash and the rest was volunteer labour & in-kind contributions
- Archive to be provided to Parish Council
- Steering Group now dissolved, having completed its task

CONTENT

- Report & Action Plan sets out a vision for Paulton as:
 - A separate, distinct rural community
 - New local jobs created to enable local people to be employed locally
 - Improved public transport
 - Traffic calming, improved road infrastructure, new cycleways and bridleways
 - Increased shopping facilities in the village centre
 - Improved leisure facilities, especially for younger people
 - Increased community involvement

ACTION PLAN

- 62 Action Plan Items identified, of which 20 are High Priority
- Lead Agencies are:
 - B&NES Council - 22 items (8 High Priority)
 - Paulton Residents- 11 items (3 High Priority)
 - Parish Council- 6 items (3 High Priority)
 - Avon & Somerset Police- 3 items (1 High Priority)
 - Local Sports Clubs- 3 items (1 High Priority)
 - Ward Councillors- 2 items (1 High Priority)
 - Primary Care Trust- 1 item (High Priority)
 - Paulton Post Office- 1 item (High Priority)
 - Virgin Media- 1 item (High Priority)
 - Elm Hayes Surgery- 2 items
 - Cam Valley Wildlife Group- 2 items
 - Local MP- 1 item
 - Political Parties - 1 item
 - The Trails Trust - 1 item
 - Sustrans - 1 item
 - Swimming Pool Committee- 1 item
 - Sato Property Developers- 1 item
 - Somerset Coal Canal Soc- 1 item
 - BBC- 1 item

STATUS

| High Priority | Number at June 2011 | Number at April 2012 |
|-------------------------|--------------------------------|---------------------------------|
| Completed | 7 | 10 |
| In Hand | 6 | 7 |
| Not Started or rejected | 7 | 3 |
| Medium Priority | | |
| Completed | 4 | 7 |
| In Hand | 8 | 8 |
| Not Started or rejected | 14 | 11 |
| Low Priority | | |
| Completed | 7 | 9 |
| In Hand | 6 | 4 |
| Not Started or rejected | 3 | 3 |

LESSONS LEARNED

Team composition is critical:

- difficult to choose volunteers
- need people with time to give
- mix of ages
- IT literacy essential (surfing, email, Word, Excel)
- Business skills, eg. chairing, note taking, document creation for funding bids and reports, budgeting, planning etc

Structure & admin of group:

- Roles, sub-groups, meeting frequency etc
- Constitution & role statements
- Strategic agenda
- Risk assessment
- Data policy
- Time booking

Timeframe:

- Be realistic!
- Have a plan

Conduct informal consultations to identify the key issues:

- Use local events where possible, eg. Church fetes, school sports days etc

Try to engage all elements of the community:

- Young & old (teenagers difficult to get to!)
- Male & female
- Working, unemployed & retired
- Able bodied & disabled

Don't be too ambitious with the size of the questionnaire:

- Number of questions directly affects data capture and analysis task
- You can always produce follow-up questionnaires to examine key issues in more detail

Availability of funding may constrain what you can achieve:

- Sign up to Government service for notifying grant opportunities
- Tap local sources
- Difficult to get funds for producing a report
- Funders prefer more tangible end results

HOW HAS THE COMMUNITY PLAN BEEN USED and what has changed

- The Community Plan (together with the Village Design Statement) has been used as reference material when considering our responses to Planning Consultations
- The data from the Community Plan has been used to inform the preparation and adoption of PPC Business Plans and Budgets.
- Various elements and recommendations have been implemented
 - A website has been created with space provided for use and access of Community Groups and Clubs
 - PPC has opened a Youth Club in the Village Hall
 - PPC has taken over the running of the Paulton Swimming Pool and manages this directly through a Working Party reporting to the Finance Committee of PPC
- Monitoring, Measure and Report progress against the Action Plan on a regular basis through the regular communications and News Letters.
- The 2010 Community Plan is being reviewed and updated with the results of a new Monitoring Survey to be undertaken in the Spring of 2013 to keep the content and relevance of the Community Plan responding to the changing population and the requirements of the parishioners.

Some final thoughts:

- Insurance
- PR – cultivate the local press & remember that websites can become a burden
- Have fun! – it needn't be all hard graft

Kindly provided by Paulton Parish Council for Placemaking Plan Workshop 2nd February 2013