

Plan-It!



It's your community... *plan-it!*

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West Devon
Borough
Council

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What is *Plan-It*?

Plan-It is...

A community-led planning process: *Plan-It* is a new approach to planning that has been developed in West Devon for small, rural communities. It enables communities to take a lead role in finding out whether there are any local issues or development needs and making decisions about how to address these. This process links to the 'Sustainable Rural Communities Toolkit' process which is set out in West Devon's Core Strategy. More information about this is provided in Appendix B.



A development tool: The *Plan-It* process results in the preparation of a **Community Plan** which will be recognised by the Borough Council, agencies and developers as evidence when considering future development in the area. For example, the **Community Plan** can be used by the community and the Borough Council if discussing plans for a particular site with a developer. This will help to ensure that the community is involved in decisions about future development.

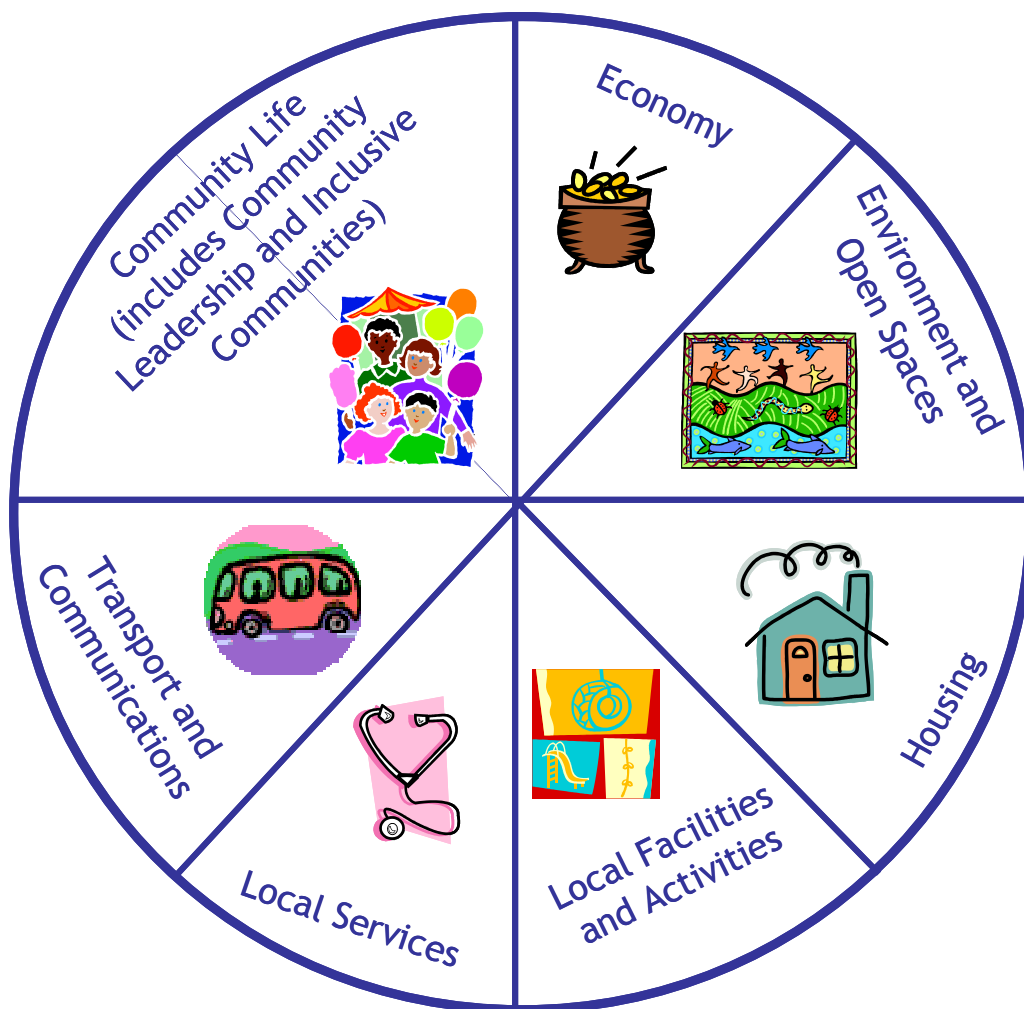
Assisted by the Borough Council: Each community will be teamed up with a main point of contact or '**Buddy**' from the Borough Council. The **Buddy** will provide guidance and assistance throughout the *Plan-It* process.

An opportunity to gather the views of everyone in the community: Everybody is given the opportunity to talk about the local area, raise any issues they have and think about whether any new facilities, homes, or other types of development might be needed in the community. If any development is needed, the community can think about where this should take place.

How does *Plan-It* work?

At the start of the process, a *Plan-It Group* is set up. This group is made up entirely of members of the community and is responsible for leading the *Plan-It* process.

The *Plan-It Group* will organise a period of consultation that everyone in the local community can get involved in. This consultation will focus on seven key areas:



The most important part of the consultation is an all day **Plan-It Event**. At the **Plan-It Event**, people from the local community will be invited to come and talk in groups about these seven areas. At the end of the discussions, the groups will give a rating about how they think the community is performing in each area.

After the consultation has been carried out, the *Plan-It Group* will gather all of the views and ideas from the community and draft a **Community Plan**. The **Community Plan** will set out a vision for the future of the community and actions needed to achieve that vision. If there is a need to find land for any new development (e.g. for new homes, employment land, a play area etc), possible sites to accommodate this will need to be identified. The draft **Community Plan** will be available for everyone to read and comment on before being finalised and used by the Town/Parish and Borough Council as evidence when considering future development in the community.

What is the role of the *Plan-It Group*?

The *Plan-It Group* will be responsible for co-ordinating the use of Plan-It in the community.

Each *Plan-It Group* will be supported by a **Buddy** from the Borough Council.

Objectives

The objectives of the Group are:

- To ensure that all individuals of different interests, ages, abilities and circumstance are fully represented in the Plan-It process.
- To enable and empower all members of the local community to take part in the Plan-It process.
- Work jointly as a Group to prepare the Community Plan, identifying local issues and development needs and find ways to address these. This will include developing a clear set of priorities for action by looking at all the evidence about the local area and the issues and opinions raised by the community.
- To work with the Local Authority and the rest of the community to address any development needs arising from the Plan-It process.

Membership

1. The Group should be made up of up to nine community representatives that are actively living or working in the Parish. The Group should ensure that it represent the interests of all different groups in the community. Where an existing Parish Planning Group is in place and its membership is endorsed by the Town/parish Council, this can form the Community Plan-It Group;
2. Members of the Group should be active in the community and able to commit time and energy to using Plan-It;
3. According to skills and interest, Members should be assigned the following roles, with each 'Champion' responsible for engaging with the local authority, the community and key stakeholders to establish a full understanding of issues and aspirations in their area. The Champions will be supported in all their activities by the **Buddy**.

Role	Activities
<i>Project Coordinator</i>	<ul style="list-style-type: none">• Co-ordinate the delivery of Plan-It in the community, providing support to the Champions and ensuring that all seven areas are covered.• Chair regular Group meetings, as appropriate, with the objective of delivering Plan-It in the Community.• Co-ordinate the publicity of Plan-It and its associated Plan-It Event.• Act as the principal liaison with the Borough Council.• Collate the information collected by the Champions from the Plan-It Events, and any other consultation exercises, and co-ordinate the preparation of the Community Plan.
<i>Secretary</i>	<ul style="list-style-type: none">• Arrange meetings for the Plan-It Group, as required, and record minutes and actions.• Arrange the venue and refreshments for the Plan-It Event.• Provide administrative support to the Project Co-ordinator and

	Champions.
<i>Community Life Champion</i>	<ul style="list-style-type: none"> • Liaise with local safety partnerships and social health providers to identify any ongoing issues, projects or initiatives in the community. • Organise and facilitate activities for the Community Life station at the Plan-It Event and explore issues relating to community safety, leadership and communications.
<i>Economy Champion</i>	<ul style="list-style-type: none"> • Identify local businesses and other relevant individuals to invite to the Plan-It Event. • Organise and facilitate activities for the Economy station at the Plan-It Event and explore issues relating to local job opportunities, tourism, unemployment, farming and agricultural activities, local business premises and commuter patterns.
<i>Environment and Open Spaces Champion</i>	<ul style="list-style-type: none"> • Identify local environmental groups to invite to the Plan-It Event. • Organise and facilitate activities for the Environment and Open Spaces station at the Plan-It Event and explore issues relating to the availability and quality of the environment and open spaces, local environmental projects, recycling and environmental hazards.
<i>Housing Champion</i>	<ul style="list-style-type: none"> • Liaise with the Local Authority Housing Officer and/or Rural Housing Enabler to determine any need for affordable housing in the local area. • Liaise with Policy Planning Officers to identify landowners in the local area to invite to the Plan-It Event. • Organise and facilitate activities for the Housing station at the Plan-It Event, exploring issues relating to the affordability, quality, size, type and tenure of local housing stock, demand for new housing and possible locations for meeting any identified need.
<i>Local Facilities and Activities Champion</i>	<ul style="list-style-type: none"> • Identify local clubs and societies in the local area to invite to the Plan-It Event. • Organise and facilitate activities for the Local Facilities and Activities station at the Plan-It Event, exploring issues relating to the range, type and quality of local facilities (such as shops, community halls and play areas) and the provision of activities in the local community (such as sports clubs, faith groups, art classes).
<i>Local Services Champion</i>	<ul style="list-style-type: none"> • Identify local voluntary groups, shops, schools, faith groups and community groups to invite to the Plan-It Event. • Organise and facilitate activities for the Local Services station at the Plan-It Event, exploring issues relating to the provision and quality of services in the local community, such as doctors, dentists, libraries and schools.
<i>Transport and Communications Champion</i>	<ul style="list-style-type: none"> • Establish a good understanding of local walking, cycling, public transport and communication links and identify the relevant individuals and organisations to be invited to Plan-It Events. • Organise and facilitate activities for the Transport and Communications station at the Plan-It Event, exploring issues relating to the range and availability of public transport, walking and cycling networks, local travel patterns, community transport and accessibility.