



Advice Sheet

6	Drafting your plan
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Resource Sheet

6 / 1	Action plan template
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STEP 6

DRAFTING YOUR PLAN

Purpose

This step shows you how to draft your Community Led Plan for public consumption.

What's involved

Drafting a document that draws on the evidence you have gathered so far to clearly communicate the purpose and intentions of your plan.

Useful resources

Resource Sheet 4/1 – Community wellbeing and sustainability

Resource Sheet 6/1 – Action plan template

Local resources – contact your Rural Community Action Network (RCAN) member for details

Introduction

All Community Led Plans need to be written up in a way that clearly communicates their purpose and intentions. Producing a final document provides a lasting legacy for your plan, allowing everyone in your community and supporting organisations to know exactly what is envisaged for the future of your area and how you will get there.

This step shows you how you can effectively draft your Community Led Plan for public consumption. It provides some suggested content as well as an action plan template for recording the actions you propose in a clear and consistent manner.

What needs to be in it

You should think of your final plan document as if it were a story about your community. Essentially it should tell the reader what makes your community unique, how people value it and how it can be improved in the future. To get this across in the most effective way, it is recommended that you use the following suggested structure, adapting it as you see fit:

Title page

This can be as fancy or as glossy as you like but it should include the name of your community and the date your plan was produced. Remember anything in colour will cost more if you want to print copies later on. For the purposes of this step, mark the document as a 'draft' copy.

Introduction

This should very briefly introduce your Community Led Plan, explaining what it is, why your community chose to produce it, who was involved and how long it has taken to put together. It is also appropriate to acknowledge any support you received here, for instance from funders or your Rural Community Action Network (RCAN) member.

How we produced our plan

This should explain how you produced your plan from its launch through to agreeing the actions proposed (Steps 1-5). Particular emphasis should be given to how you went about researching your community by considering existing facts and information and consulting people locally. For instance, where did you get your information from, how did you seek the views and opinions of different people and groups locally and roughly how many people got involved?

Providing detailed information here will provide readers with much more confidence in your plan knowing that it's based on sound evidence and supported by members of your community. If you really want to impress you could even calculate the number of hours people have contributed to your plans development so far!

Our community

This section should provide some basic information about your community detailing the area covered, its history, key characteristics and relationships to other places. This will help readers to understand how your community is unique and set the scene for the issues you have identified. The inclusion of maps, photos and other illustrations can help enliven your document and make this section more interesting to read.

Issues we identified

This should expand on your earlier report (see Step 5) documenting the issues you found to be important to your community. Again, you can structure this using the elements of community wellbeing and sustainability which are explained in Resource Sheet 4/1.

For each issue, try to answer the following questions:

- What is the issue?
- What does your evidence say about the issue?
- How do people in your community want to address the issue? Is everyone in agreement or were there different viewpoints that needed to be accommodated?

Try to write this up in a way that will make sense to someone who isn't familiar with your community. For instance, use simpler language, avoid jargon or names that are only known to your community and illustrate the various points you are trying to make with extracts from your data, e.g. facts and figures, quotes, diagrams and pictures.

See also: **Resource Sheet 4/1 – Community wellbeing and sustainability**

Actions we propose

This is the most important part of your document. It should set out, in detail, the specific actions your community has agreed to undertake to improve the wellbeing and sustainability of your area. These should relate to the issues raised in the previous section.

Resource Sheet 6/1 provides a template that you can use for this purpose. It is laid out as a table, allowing readers to see all of the actions proposed for your community, understanding what they set out to achieve, how they will be delivered, by whom, with what resources and by when.

See also: **Resource Sheet 6/1 – Action plan template**



STEP 6

DRAFTING YOUR PLAN

Contacts

It is important to include the names of persons that can respond to and answer questions about the information included in the plan document. This could be a contact at your parish or town council or someone on your steering group.

How to write it up

Drafting your final plan document should be fairly straightforward if you have followed the advice in the preceding steps. Where you have a clear understanding of your community and reached agreement about priority actions you want to take forward, it's just a matter of presenting this in a clear and concise way.

It can however be quicker and easier to share responsibility for writing up the report between members of your steering group or with other willing volunteers. This is better than having one person spend lots of their time writing up the plan, only to be told by others to rewrite or amend large sections later on! Again, the trick here is frequent communication between those writing up the plan to make sure they know exactly what's expected of them, are happy with what's being written and are able to help each other out.



By the end of this stage, it is recommended that you have:

- **Drafted a final plan document that draws on the evidence you have gathered so far to clearly communicate the purpose and intentions of your plan. This should include an action plan which tells readers how specific issues will be addressed, by whom, with what resources and by when.**



STEP 6

ACTION PLAN TEMPLATE

Use this for...

Recording the actions you seek to implement in your Community Led Plan.

See also...

Resource Sheet 3/2 – Creating a simple project plan

Introduction

This Resource Sheet provides a template for summarising the actions proposed in your Community Led Plan. Enter each action into the table completing all fields as indicated. This will ensure that you have a useful summary in your final plan document which clearly communicates the purpose of each action, the issue it seeks to address and how you will achieve it.

Your community should continually refer back to this document to make sure the implementation of actions stay on track, as discussed in Advice Sheet 8. If you want to develop more detailed project plans for any of the actions listed, you may also wish to revisit Resource Sheet 3/2 which can be used for this purpose.

See also: ***Resource Sheet 3/2 – Creating a simple project plan***

Theme (see Egan's Wheel)	Issue	Action	Outcome sought	Key milestones	Responsible person(s)/ organisation(s)	Resources needed	Expected completion date
Transport and connectivity	Some people find it hard to get to the local hospital in town	Set up transport scheme, either Link Scheme, good neighbour scheme, community transport or new bus timetable	Hospital appointments are kept	Set up working group Meet the key agencies Discuss issues Agree deliverable solutions Set up scheme Publicise new services Monitor usage	Parish council District council Bus company Community transport association Community development worker for advice	Time for meetings possibly funding	1 year from start
Housing and the built environment	People told us that younger people are moving out of the village because they can't afford to buy a house	Investigate whether there is a need for more "affordable" housing in the village Carry out a housing needs survey	Younger couples and families are able to live in the village and do not have to move away	Housing working group set up Housing needs survey completed Report produced	Parish council lead District council Rural housing enabler	Some funding to carry out a housing needs survey Printing and stationery costs	1 year from start
Social and cultural	Older people said they wanted more things to do in the week	Establish the type of things they want to do and set up appropriate activities	More leisure time activities for older people	Meeting held with key people Visit venues Apply for funding from parish council Buy equipment Publicise the activity Start	Community Led Plan steering group Village Hall committee Church Local college Any local groups E.g. short mat bowls club, W.I.	Meeting room Venue for activities Possibly funding	1 year from start