**Decision Worksheets**

**FORM A: CHOOSING YOUR ISSUES**

* The issues list below is divided into planning and non-planning issues because this will affect whether or not a Place Plan of SPG status is the right tool.
* Look at all the issues. If an issue is **relevant** to your community, place a tick in that column.
* If an issue is relevant, suggest how **important** you think it is? Add a score from 1 (not really important) to 10 (critically important) in the final column.
* You can also add other issues not listed or sub-divide some.

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| **Land Use Issues** | **Relevance** | **Importance** |
| Sites for new housing development |  |  |
| Affordable housing for local people |  |  |
| Locally sensitive design of new buildings |  |  |
| Keeping and improving open spaces |  |  |
| Energy conservation in new buildings |  |  |
| Retaining existing community facilities |  |  |
| Sustainable construction of new buildings |  |  |
| Conserving existing quality of spaces and buildings |  |  |
| New facilities for visitors |  |  |
| Premises for local employers |  |  |
| Improving the town/village centre |  |  |
| Renewable energy projects |  |  |
| Flood mitigation scheme |  |  |
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| **Non Land Use Issues** |  |  |
| Traffic management (speed control etc.) |  |  |
| Improving public transport |  |  |
| More activities/events for children/young people |  |  |
| More activities/events for older people |  |  |
| Initiatives to improve safety and reduce crime |  |  |
| More/better footpaths, cycleways, bridleways |  |  |
| Planting more trees etc. |  |  |
| Litter management |  |  |
| Encouraging healthy lifestyles |  |  |
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| **Other Issues specific to you** |  |  |
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**FORM B: RESOURCES**

This form aims to help your decision on whether a Place Plan is right for your community. If you decide to go ahead, please keep the completed form as a reference throughout the process. This is all about being prepared, up front, for the sort of different resources you might need, and be able to access, while preparing your Place Plan. This is all something that your Decision Group should do first, but it is almost certain that your local authority will then have some further suggestions to help you so be prepared to add those in when you meet them.

Just sitting a small group and add some notes in each box. Then get out and about to have a chat to people around your community, because more ideas, more people, more skills and even more offers of help that you were not aware of will almost certainly emerge.

**A. Steering Group time and skills**

Preparing a Place Plan needs some form of Steering Group, ideally with some Councillors and some others. Not too big a group to be unwieldy but big enough to divide up tasks for different people to lead on. And, of key importance, it is not the Steering Group’s job to ‘do’ all the plan but mainly to get others to do all the bits of it and then pull it together.

Nevertheless, this is the biggest time commitment because it goes on from start to finish, which is again why it is so important to be really clear about exactly what issues you want to work on. With those issues in mind, note in the box who might be on a Steering Group (no commitment yet!). As you do this, think about why it might be challenging to set up a group now: there are other major priorities at the moment, there are elections coming up so personnel may change, there are no obvious non-councillor candidates etc. Are there particular skills you need (see next box) so can you draw in someone with those skills?

It is also often really good if you can get one key, well-known local person to act as a ‘Place Plan Champion’, persuading people to get involved, keeping up the momentum etc. That person does not have to be on the Steering Group or active all the time but can be really valuable. Any names to suggest?

**B. Community time and skills**

Engaging others in the wider community to contribute to your plan – in fact the community as a whole - is crucial. This helps to share the load, others may have key skills and the more all in your community are on board the more likely it is that the things in your plan will actually happen.

Make a note in the box of what opportunities, events or activities could be used to promote your plan to many if not everybody: a village festival, a community newsletter, a farmers’ market etc. If your list of issues is right, something on that list should trigger interest from others.

Most people don’t want to (as they see it) sign their lives away on committees, but many are willing to do one specific task, especially if that relates to their interest or their particular skill. Typical skills needed for a plan are writing, photography, mapping, editing and graphics, so note in the box whether you think or know that there are people in your community who might be able to contribute any of these skills? Experience with surveys of various kinds can also be useful.

Note in the box if there are groups with probable interests: a local history group can help on conservation, a wildlife group on ecology, a football group on playing pitch provision and standards and so on.

**C**. **Money** **and alternatives**

There will certainly be some direct costs that may not be able to be covered except by yourselves: copying, room hire for meetings, photography, publicity, and so forth. You may, however, be lucky (your authority might be able to help) and find some local or regional grant-giving body that might cover such costs. (But don’t forget – others may know of such bodies and also be seeking grants!) There is general information on this in the **Funding Toolkit** and your own local authority may have other sources.

It can be surprising how often specific events or activities can be sponsored: a local firm of solicitors might sponsor a drop-in consultation session, a firm of estate agents might sponsor something about housing developments, a renewable energy company may sponsor something about that topic.

Other groups may also offer to do some of the work for you: once again, the local estate agents could provide you with some of their information on the local housing market, a wildlife trust could do some ecological surveys for you, the bus company might give you basic data on bus usage.

You need to be creative (and a bit pushy) on this so just add first thoughts in the box below.