

Assessment Criteria for Parish Plans

Name of Parish:

Date Received:

The following table should be completed by the Parish Plan group to demonstrate that the plan has been completed to a satisfactory standard and can be considered representative of the wider community's views and aspirations. The table will be submitted to the Borough Council with the Parish Plan before project proposals can be considered for delivery by the Borough Council services.

Assessment Criteria for Parish Plan	Comments	Evidence
1. Organisation Involvement		
Parish/Town Council		
<ul style="list-style-type: none"> ▪ Parish council involved at the outset of the Parish Plan? 	Parish Council at launch event or Parish Council initiated the process?	
<ul style="list-style-type: none"> ▪ Involvement of local Parish Councillors/Clerk on steering group 	No. involved, represented on stg. group, ongoing involvement.	
<ul style="list-style-type: none"> ▪ Other involvement 		
Test Valley Borough Council		
<ul style="list-style-type: none"> ▪ TVBC Community Development Officer 	Invited to regular meetings, attended events, public meetings, received draft copies of the plan. Consulted on survey and other consultation techniques	
<ul style="list-style-type: none"> ▪ TVBC Planning Policy Team 	should involve the planning policy team if the plan has made reference to planning matters, or proposes a VDS/TDS	
<ul style="list-style-type: none"> ▪ Involvement of Borough Councillors 	No. involved, represented on stg group, ongoing involvement	
<ul style="list-style-type: none"> ▪ Attended start up meetings and first public meeting 		
<ul style="list-style-type: none"> ▪ Other involvement 		
Hampshire County Council		
<ul style="list-style-type: none"> ▪ Involvement of County Councillors 	Invited to steering grp meetings, sent minutes of meetings	
<ul style="list-style-type: none"> ▪ County officers involvement in the Parish Plan 	Parish Plan group attended community planning surgeries, as organised by Local Authority. Liaised with relevant county departments?	
Other relevant agencies		
<ul style="list-style-type: none"> ▪ Test Valley Community Services 	Advice on funding, legal structures etc	
<ul style="list-style-type: none"> ▪ Community Action Hampshire 	Attend first meeting, presented national guidance material. Advise and involvement in consultation process.	
<ul style="list-style-type: none"> ▪ Other statutory bodies e.g. police, PCT 		
2. Public involvement		
<ul style="list-style-type: none"> ▪ Community awareness of the Parish Plan 	Was everyone given the chance to be involved from the start of the process?	
<ul style="list-style-type: none"> ▪ Initial public meeting held 	To announce the plan, recruit volunteers etc. Turn out at first	

	meeting?	
▪ Community involvement on steering group	Which local organisations are represented on the stg group.	
▪ Community involvement on working groups/project delivery groups	Ongoing community involvement in the preparation and delivery of the plan	
▪ No. of public meetings held	No. attending etc	
3. Funding	Demonstrating commitment from agencies in the development of your plan	
▪ Borough Council		
▪ Parish Council		
▪ Other agency funding		
4. Research		
▪ Community profile produced	Profile of who lives in the community and what facilities there are, demographic research. Use of census data	
▪ Other policies and strategies from other agencies referenced where appropriate	Show that you have made reference to other relevant strategies. TVBC Corporate Plan / Community Plan etc	
▪ Other survey/consultation information used	Any other organisations surveys that may have been carried out in your community and you have used as evidence to support your proposals	
▪ Other statistical information used	Crime stats, road accident data,	
▪ Any statistical information you have collected yourself	No of community groups, youth clubs, traffic surveys etc	
▪ Photographic evidence of issues or identified problems	Photos of fly tipping, road/pavement faults?!	
5. Quality of consultation		
▪ A ranges of tools and techniques used	Planning for real, survey, interviews, focus groups etc	
▪ Pilot survey produced	Survey questions tested?	
▪ Sample sizes (match the make up of your community age, employment status, sex etc)	Did you survey a sample of the community, or did everyone receive a survey	
▪ Identified hard to reach groups	Young people, elderly, commuters etc	
▪ Response rates of hard to reach group - youth groups - the elderly - working families - ethnic minorities		
▪ Overall response rates to survey	Does your survey response closely match the make up of your community, age, sex, location etc	
▪ Discuss resolutions for common concerns raised with statutory partners	Ensure both parties have realistic expectations. Officers include for ex. highways, environment officers, youth services etc .	
6. Media/Publicity		
▪ Parish Newsletter/magazine	Regular articles	
▪ Local newspapers	Announcements, publicise meetings etc	
▪ Website	Updated regularly, no. of hits etc	
▪ Flyers/posters		
▪ Parish Plan newsletter	Dedicated newsletter? Regular	

	articles in the parish newsletter?	
▪ Email group	Regular circulation lists, giving updates on plan progress	
▪ Other		
7. What is In the plan?		
▪ Parish Profile		
▪ Copies of consultation documents	Questionnaires, like/dislike surveys, website etc	
▪ Analysis of consultation	Details of the results of surveys etc	
▪ Prioritised action plan	Detailed action plan showing evidence, timescales, responsible delivery partner	
8. Consulting on your draft plan		
	Have the relevant agencies received copies of the parish plan and comments received, necessary amendments made?	
▪ Town/Parish Council		
▪ Officer Working Group -Test Valley Borough Council and CDAG representatives		
▪ Circulate to LSP Action Group Co-ordinators		
▪ Hampshire County Council		
▪ Other relevant agencies		
▪ Share findings with community	Website/newsletter	
9. Adoption/Endorsement of Plan		
▪ Parish Council adoption of plan	Date, minutes references etc	
▪ Presented to Community Development Action Group for endorsement	Presented the plan to the Action Group for comment and endorsement	
▪ Copies sent to Hampshire County Council		
▪ Copy of plan submitted to Local Strategic Partnership for endorsement		
▪ Other relevant agencies		

For office use only....

Date Assessed:

Name/s:

Recommendation:

Comments:

10. Contents suitable for:		
▪ Local Development Framework evidence base		
▪ Community Plan		