

## **Brownhills & Aldridge North Partnership – 27<sup>th</sup> September 2004**

### **PRODUCING THE FIRST LOCAL PLAN**

#### **1. Brief Summary of Report**

The purpose of this report is to inform the partnership of the updated guidance on producing the first local plan and the planned workshop (following the formal meeting) to open a debate on potential constructive proposals and prioritised actions for inclusion in the Aldridge South and Streetly local plan

#### **2. Recommendations**

The partnership is recommended to:

- Note the revised guidance on producing the first local plan.
- Note the outline details of the planned workshop following the formal meeting.

#### **3. Updated guidance on producing the first local plan**

Updated guidance on producing the first local plan has been produced following comments and feedback received at the July partnership meetings. The attached document outlines how the plan will be drawn together, when and who by. This guidance will be used by the appointed consultants (RHCS Consultancy) to assist the partnership in putting together its first plan.

The original action plan template and full guidance remain unchanged at this stage and will be used to inform the production of future local plans and to seek clarity on what to include in separate sections. These documents are available on the council website – [www.walsall.gov.uk](http://www.walsall.gov.uk) .

#### **4. The workshop**

RHCS Consultancy will facilitate a workshop immediately following the formal meeting. The session will run as follows:

- Getting to know your area (15 minute presentation by consultants summarising the key facts about your partnership area).
- Introduction to the workshops (10 minute explanation by the consultants).
- Discussions by theme between partnership members (environment, transport, crime, education, health, access to services, business issues, partnership development) asking questions such as – What are the issues we face? Why have these issues occurred? Who do they affect? What are we going to do about them? This session will last approximately 40 minutes and will be facilitated by the consultants.
- Summary of discussions by consultants (10 minutes)

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#### **5. VISION 2008**

The establishment of local neighbourhood partnerships is the pledge to support priority number 9 –“*Listen to what local people want.*”

## **6. FINANCIAL AND LEGAL CONSIDERATIONS**

- Financial considerations – the financial cost of producing local plans, and undertaking consultation events will be met from within existing identified Council budgets.
- Legal considerations – there are no legal considerations.

## **7. BACKGROUND PAPERS**

Report to Cabinet – 24<sup>th</sup> September 2003 – Consultation on Local Governance Arrangements in Walsall

Report to Council – 12<sup>th</sup> January 2004 – Leader of the Council's Proposals for the Establishment of Nine Local Neighbourhood Partnerships

Report to Council – 19<sup>th</sup> April 2004 – Local Neighbourhood Partnerships

Local consultation and survey activity guidance (part of toolkit)

Local neighbourhood plan guidance and template (part of toolkit)

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## Local Neighbourhood Partnerships Guidance on producing first local plan

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### Background

The production of a local plan is a key requirement for all local neighbourhood partnerships. This will involve consultation with and involvement of residents, local businesses and service providers, and voluntary and community groups. Each plan should demonstrate how it complements the 2008 Vision of the council and the themes of the Walsall Borough Strategic Partnership's Community Plan.

Guidance notes and a template have been produced to assist in putting together local neighbourhood plans and form part of the toolkit for local neighbourhood partnerships. These documents were circulated at the July meetings of each partnership and are available on the Council web site ([www.walsall.gov.uk](http://www.walsall.gov.uk)).

This updated guidance for producing the first local neighbourhood plan has been produced following feedback received from the July meetings of the partnerships and builds upon the original action plan template and full guidance. These latter two documents remain unchanged at this stage and should be used to guide the production of future local plans and to seek clarity on what to include in the separate sections.

### Producing the first local neighbourhood plan

The original template for local neighbourhood plans is made up of statements relating to the 2008 Vision and the Borough Strategic Partnership, 5 individual sections and two appendices – resulting in a document of some 25 to 30 pages in length.

### How the plan will be drawn together

The production of the first plan will involve the following six steps and key dates:

What needs to happen	Who will do it	When by
1. Summarising of existing data and sourcing previous consultations undertaken	Consultants, liaising with Council and other partners	17 <sup>th</sup> Sept
2. Facilitated workshop with each local neighbourhood partnership	Consultants, liaising with the Head of Neighbourhood Partnerships	20 <sup>th</sup> Sept to 18 <sup>th</sup> Oct
3. Production of a summary document capturing initial actions agreed covering: <ul style="list-style-type: none"> <li>- Development of the partnership</li> <li>- Possible solutions to address the key issues</li> </ul>	Consultants, liaising with each partnership	1 <sup>st</sup> Nov

<b>What needs to happen</b>	<b>Who will do it</b>	<b>When by</b>
4. Draft local plan produced	Neighbourhood Partnerships Team, liaising with each partnership and with support from partner agencies	Mid-Nov
5. Consultation on draft local plan – involving events, seminars, workshops etc	Local neighbourhood partnerships with support from the Community Empowerment Network and the Neighbourhood Partnerships Team	Mid-Nov to Mid-Dec
6. First local plan finalised and agreed	Local neighbourhood partnerships with support from the Neighbourhood Partnerships Team	Jan 05

### **What information will be included in the plan**

This guidance focuses production of the first plan on key components from the full template. The step-by-step guide outlined below takes extracts from the full template and highlights what specifically should be included, how the information will be drawn together, and by whom. There is no prescription of how each plan will look - they clearly need to capture the identity of each area. They should all contain the same key components to be built upon as the partnership evolves. The duration of the first plan will be until the end of March 2006

The actions in section three should be grouped under the themes of the 2008 Vision. It is not expected that every partnership will have a list of actions under every theme of the Vision. The actions and issues will be relevant to the individual local neighbourhood partnership. They should be prioritised, focused on the key issues facing the area and achievable by the dates indicated.

<b>Information to be included</b>	<b>How the information will be gathered</b>	<b>By Whom</b>
Cover page	Designed in-house at the Council with photos from each area	Policy Team (Council)
Summary of 2008 Vision and details on Walsall Borough Strategic Partnership	Generic information produced by the Council	Policy Team (Council)
<b>SECTION ONE – INTRODUCTION</b>		
Forward by Partnership Chair	Statement produced	Chair of partnership

<b>Information to be included</b>	<b>How the information will be gathered</b>	<b>By Whom</b>
What is a local neighbourhood partnership and what is involved	Extracts from existing information produced	Policy Team (Council)
What can the local neighbourhood partnership do (previously linkages and limitations) and what will the action plan be used for	New statement to be produced highlighting clearly what the partnerships can and can't influence, the context within which they will operate	Head of Neighbourhood Partnerships (Council)
<b>SECTION TWO – AREA PROFILE</b>		
<ul style="list-style-type: none"> <li>- Map of the area</li> <li>- Facts about the area</li> <li>- Summary of key statistics</li> <li>- Highlights from previous consultations</li> </ul>	Extracted from data available and produced for each area	Strategic Intelligence Unit (Council) and Consultants
<b>SECTION THREE – AREAS FOR ACTION</b>		
Summary of Main Issues (grouped by relevant theme of the 2008 Vision)	Analysis of existing data. Sourcing of previous consultations	Consultants
Areas for Action (grouped by relevant theme of the 2008 Vision) <ul style="list-style-type: none"> <li>- What is the issue</li> <li>- What is going to be done about it</li> <li>- Who will lead on the action?</li> <li>- When will the action take place</li> <li>- What will be the result of the action</li> </ul>	From discussions at the facilitated workshops in September/October	Consultants and participants at the workshops
<b>SECTION FOUR – MAKING IT HAPPEN</b>		
Summary of Planned Consultation Events - and other activities linked to developing solutions to	From discussions at the facilitated workshops in September/October	Consultants and participants at the workshops

<b>Information to be included</b>	<b>How the information will be gathered</b>	<b>By Whom</b>
issues		
How Local People will be Involved	New statement on development of local geographic networks in each partnership area	Community Empowerment Network and Head of Neighbourhood Partnerships
Review of the Plan	New statement detailing how and when plan will be reviewed	Policy Team (Council)
Partnership Meeting Dates and Venues	Extracted from existing information	Constitutional Services (Council)
<b>APPENDIX</b>		
List of partners (name, organisation and contact details)	From nomination forms, and partner contact details already held	Constitutional Services (Council)

### **How the plan will be produced**

The Neighbourhood Partnerships Team will co-ordinate the pulling together of information that will be produced by the Consultants, each partnership and various individuals from a range of agencies. They will produce a first draft on behalf of each partnership to meet the deadline of Mid-November. It will be the responsibility of each partnership to agree the draft and final version of their local plan by January 2005.

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