

## **Carlisle Community/Parish Plan Protocol**

This Protocol is designed to promote good working practices and create an effective communication mechanism between Community/Parish Planning groups in Carlisle District, Local Authorities and other relevant partners. It has been developed through working relationships with:

- Carlisle City Council
- Carlisle Parish Councils Association (CPCA)
- Cumbria County Council
- Action with Communities in Cumbria (ACT)
- Cumbria Association of Local Councils (CALC)

It is intended as a guide for organisations at a local level in the preparation and implementation of their plans and to help ensure that local communities can have an influencing role in the development of strategies for the Carlisle District. It also guides Community/Parish planning groups who are revising/renewing an existing Community/Parish Plan.

The Protocol will be reviewed at a monitoring meeting on a 12-monthly basis, organised by Carlisle City Council, and representatives will attend from the City Council, CALC, CPCA, Cumbria County Council and ACT, to be known as the Community/Parish Planning Monitoring group.

There are five sections to the Protocol: -

- Initial contact with Community/Parish Planning groups
- Practical support during the process of drawing the plan together
- Information sharing within and between organisations
- How issues will be progressed once the plan is produced
- Financial support available

## **Initial contact with the Community/Parish Planning groups**

Planning groups should contact the Rural Support Officer at Carlisle City Council as early as possible. They will provide initial support to set up the group and information on good practice and funding sources for developing or revising a Plan.

Carlisle City Council and Cumbria County Council have committed themselves to an introductory meeting with the group, at which officers from each relevant authority will be present. It will be informal in its structure and will convey information about roles, responsibilities and current priorities from each authority's strategic plan relating to the area. This meeting is intended to provide support for the planning group and enable them to feel confident about contacting authorities during the production and implementation of their plan.

## **Practical support during the process of drawing the plan together**

Carlisle City Council, Cumbria County Council and ACT will provide a range of support and guidance on request to groups including:

- Provision of information on areas of responsibility and current plans in these areas
- Referring groups to relevant officers for specific information
- Commenting on consultation process, including a draft questionnaire
- Commenting on a draft plan, including the action plan

Authorities will provide an initial response to an enquiry within 10 working days.

### **The key contact for each authority is: -**

#### **Carlisle City Council:**

Rural Support Officer

Zoe Sutton

Tel: 01228 817312 Email: [zoes@carlisle.gov.uk](mailto:zoes@carlisle.gov.uk)

#### **Cumbria County Council:**

Neighbourhood Development Officer

Paul Carrigan

Tel: 01228 221054 Email: [paul.carrigan@cumbriacc.gov.uk](mailto:paul.carrigan@cumbriacc.gov.uk)

Carlisle City Council and Cumbria County Council would prefer to receive correspondence through email if possible, especially for comments on draft questionnaires and action plans. This allows documents to be shared throughout the relevant departments. Face-to-face meetings can be arranged at this stage if they will be useful.

### **Information, co-ordination and sharing within and between organisations**

Information about Carlisle City Council and Cumbria County Council can be found on their website ([www.carlisle.gov.uk](http://www.carlisle.gov.uk), [www.cumbriacc.gov.uk](http://www.cumbriacc.gov.uk)). When a request for information comes in to an authority the **key contact** will coordinate a response and will then follow it up if it has been referred to another officer within the authority.

Internal communication processes vary between authorities, but the **key contact** will communicate important information to departments and Members relating to Community/Parish Planning. Communication between authorities regarding plans will be through the key contacts.

A Community / Parish Plans issues and actions document is managed by the Rural Support Officers and is used to incorporate information gathered from action plans produced across Carlisle District. It is useful for identifying crosscutting issues.

### **How issues will be progressed once the plan is completed**

Completed Community / Parish Plans should be sent to the **key contact** at each authority. Three copies should be sent to Carlisle City Council and two copies should be sent to Cumbria County Council. One copy should also be sent to CALC/CPCA's Parish Liaison Officer and two copies to be sent to ACT, wherever practicable each organisation should be provided with an electronic copy for ease of circulation.

### **When Carlisle City Council and Cumbria County Council receive a Community / Parish Plan they will: -**

- Acknowledge they have received it and circulate it to relevant departments/teams.
- If requested, attend a local steering group meeting during the implementation process.
- Put local groups in touch with each other to share experience and good practice.

**Carlisle City Council will: -**

- Liaise closely with the community/parish to assist with action planning and engagement with the City Council at all levels.
- Send the plan to the relevant District Ward Councillor and the Carlisle Partnership.
- Engage officers for the Action areas detailed in the plan and co-ordinate an internal meeting to agree how to move issues forward.
- Summarise issues to advise the Directors of Departments.
- Follow up and feedback progression of actions through the key contact.

**Cumbria County Council will, through their own Community / Parish Plan Protocol, provide a range of support and guidance including: -**

- Provision of information on areas of responsibility and current plans in these areas
- Signposting of groups to relevant officers for specialist information
- Assistance in engaging with elected representatives
- Inputting/commenting on a draft community action plan via the neighbourhood development officer
- Identification of issues at commencement which may not have been involved in the plan but may be important for the community to consider
- Help to facilitate community engagement work including neighbourhood forums either as points of information or as discussion items
- Attend a local public meeting/launch event to raise awareness and initiate work on the action plan.
- Follow up and feedback progression of actions through the key contact.
- Send the plan to the relevant County Council Ward Councillor.

**Carlisle Partnership will: -**

- Take account of the Plan when reviewing the Carlisle Sustainable Community Plan.
- Work with appropriate groups to draw issues together and disseminate information to partners.
- Identify actions for Task Groups to work on.
- Liaise with the Carlisle Rural Support Group\* on a regular basis and report back to the Community / Parish Planning Monitoring Group every 12 months.
- Input community/parish plans, or develop links to the Partnership website.

\* The Carlisle Rural Support Group is an officer-led meeting championing rural issues across Carlisle District.

### **Financial support available**

There is a range of funding sources available for community/parish planning. Access to this funding can be through the Neighbourhood Forums or the Rural Support Officer at Carlisle City Council.

### **Other useful contacts are: -**

#### **Cumbria Association of Local Councils (CALC)**

Gwen Dumpleton is the Parish Liaison Officer for CALC and can help Parish Councils interested in pursuing Quality Parish status, which links closely to the Community / Parish Planning process.

Tel: 016977 43145/ 01768 812141 Email: [gwen.dumpleton@calc.org.uk](mailto:gwen.dumpleton@calc.org.uk)

#### **Action with Communities in Cumbria (ACT)**

Hellen Aitken is the Development Officer for ACT and will support work through the planning process. Additional guidance can be found at: [www.cumbriaaction.org.uk/community\\_plans](http://www.cumbriaaction.org.uk/community_plans)

Tel: 01768 869520 Email: [hellenaitken@cumbriaaction.org.uk](mailto:hellenaitken@cumbriaaction.org.uk)

#### **Cumbria Council for Voluntary Services (CCVS)**

Mark Costello is the funding advisor for CCVS and can be contacted for advice in identifying suitable project funders.

Tel: 01228 512513 Email: [markc@cumbriacvs.org.uk](mailto:markc@cumbriacvs.org.uk)

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