

## **Joint Protocol for WCC/WDC Involvement in and responding to Parish Plans, Parish Appraisals and Village Design Statements**

1. Relevant local organisations, e.g., Warwickshire Rural Community Council (WRCC) and the Warwickshire Association of Local Councils (WALC), are encouraged to notify the Community Partnership Team (CPT) about expressions of interest in producing appraisals/plans/village design statements (VDS) and to keep the CPT informed of progress
2. The CPT should then be responsible, through their relationship/links with district and county officers and departments, for facilitating appropriate involvement in the preparation stages of the Parish Appraisal/Plan/VDS
3. The CPT should inform the relevant councillor/s for that area of any impending Parish Appraisal/Plan/VDS and where appropriate support the councillor/s in participating in the process
4. The CPT should also facilitate links between Parish Councils and community forums and ensure Plans, that have been adopted by the Parish Council, are presented to the relevant community forums and are subsequently taken through the decision making processes of both authorities
5. The role of district and county officers/departments in these processes should be advisory and supportive. The Plans are very much the community's plans, rather than the Council's, however involvement of both authorities will mean Plans are likely to be better informed, more realistic, achievable and relevant to the needs of the community than if produced in isolation
6. It is the responsibility of the relevant officers to ensure that when drawing up their Parish Appraisals/Plans/VDS residents are made aware of the local, regional and national planning policies.
7. The CPT, with the assistance of the WRCC, to ensure that the ongoing priority setting or action planning of community forums is influenced by what is contained within Parish Appraisals/Plans/VDS
8. Following presentation at the relevant community forum, all Parish Appraisals/Plans/VDS should be reported to the District Council Executive and the County Council's *executive body/person* for endorsement, full or part thereof.

9. Parish Appraisals/Plans/VDS should also be reported to the Warwick Partnership Executive Group
10. Where a Parish Appraisal/Plan/VDS contains issues or proposals that relate directly to a district or county council service, the appropriate department should be asked to comment on those matters in the report to the *District Council Executive* and the County Council's *executive body/person*. The respective *executive body* should then take a view on those issues or proposals, where appropriate, referring matters to departments for possible action or alternatively, referring matters to Full Council or Cabinet for further consideration or decision. In considering proposals contained in Parish Appraisals/Plans/VDS, the views of district or county council departments, *executive body/person*, or full Council may have to be without prejudice to any decision on spending commitments
11. WDC Development Services to be specifically notified on impending Parish Appraisal/Plan/VDS development and a relevant officer to contact the Parish Council concerned to provide assistance
12. Heads of Service for each locality area to oversee ongoing arrangements in relation to Parish Planning, in the same way they do for community forums, and to take responsibility for ensuring the commitment and cooperation of their authority's service areas in offering the appropriate support
13. The CPT to act as a key point of contact for Parish Councils, in addition to WRCC and the Warwickshire Association of Local Councils (WALC), to signpost, advise and guide them through the process
14. CPT, in partnership with WRCC, to advise on sources of funding for a Parish Appraisal/ Plan/VDS development
15. Following adoption of Parish Appraisals/Plans/VDS by Warwick District Executive and the County Council's *executive body/person*, annual progress reports should be submitted to these bodies/person and community forums should also be kept informed of progress.
16. The WRCC to be responsible for collating these annual performance reports in liaison with the parish councils and the community partnership team.
17. All Parish Appraisals/Plans/VDS to be accessible on county, district and LSP websites
18. The protocol to be reviewed annually with first review in April 2011

MARCH 2010 amended June 2012 to reflect disbandment of WCC's revised Scheme of delegation and the cessation of WRCC's grant agreement with WDC.