

Part 2: How the Plan was written

The Brief

In April 2000, the first councillors were elected to Maltby's new Parish Council (now Maltby Town Council). Many of the new councillors had been active in the community and wanted to develop a plan for Maltby that would have the support of local people and provide guidelines for the Parish Council. They realised that it would be an advantage if the Maltby Plan could be recognised by the borough council as part of its Community Strategy and so Maltby's Community Plan was born.

Rother Valley East Area Assembly was informed and a steering group was formed in October 2000 with representatives of the Parish Council, Maltby Amalgamated Community Associations (MACA), Maltby Environmental Group, Maltby Health Forum and Maltby's Churches. The Parish Clerk, the Area Assembly Officer and the Community Development Worker supported the group. As the plan progressed, members of the Maltby Community Plan Team and representatives from the Theme Groups joined the Planning Group.

The planning has centred on some principles that have guided each stage:

1. The plan is not just a written report; it is people working together for the future of Maltby. New organisations, run by local people, will carry forward the ideas in the plan.
2. Some plans try to get the views of everyone in the area through activities such as questionnaires. The problem with this approach is that statistics are taken away and used by professionals to make decisions on the behalf of local people. There's time enough for statistics later – the priority is getting people together to influence Maltby's future.
3. Which means that the plan will, as far as possible, quote the views of local people who have contributed through all phases. The plan will say why its contents are important locally and how local people are prepared to contribute to its realisation.
4. The plan will belong to local people who will invite outside agencies to work with them to implement it.

The planning was in five phases:

- Phase 1: Visits to 46 local groups including community associations, churches, traders, allotment holders, bingo clubs and professional groups. The aims of these visits was (1) to inform people about the

Plan and (2) to find out what they like about Maltby and where there is room for improvement. June 2001 – October 2001.

- Phase 2: At the end of October, three meetings were held for local people to identify themes they wished to follow over the next few months (November 2001 – May 2002). Five or six theme groups were identified and met regularly. Each group had about £1000 budget. The groups contacted local people with an interest in their theme, people with power to effect change and other community groups in the region to observe a variety of approaches to their theme.
- Phase 3: A Community Conference in March 2002. During phase 2 there was publicity for the plan, so that everyone had an idea of the theme group's proposals in time for the conference. The Conference agreed the content of the plan, explored linkages between themes and endorsed the Maltby Forum to implement the plan.
- Phase 4. The plan will be published with more publicity in May/June 2002.
- Phase 5. After the plan is published there will be a Youth Conference and a Resources Conference for external agencies and funding bodies.

The following table was compiled in June 2001 to show the funding required for the plan and how it would benefit Maltby. The third column has been amended to show what was actually spent and where it was found. Other entries have been slightly amended to bring them up to date. *Italic script is for items introduced at a later date.*

Requirements	Estimated costs	Actual costs and source of funding	Added Value for Maltby
Training and development – participatory appraisal	£2 000 plus expenses and resources. Maltby expected to make a 50% contribution.	Thurcroft ran the training and participants from Maltby were able to take part without charge.	PA develops more effective and enjoyable meetings and improves performance of local groups.
Consultancy fees – (1) Expenses for PA work with local groups and theme groups. (2) Theme groups to identify where they need additional information or support.	£3 000 (approx) £14 000 required for items (2).	This is balance of MPC's contribution to the MCP. To be deployed mainly for item (1). Objective 1 Priority 4b to be spent during calendar year January – December 2003.	This information will be of value to local groups who wish to find out about Maltby for funding applications, lobbying, planning projects, etc. Wherever possible

<i>Collection of statistics for the final plan.</i>		<i>£1000 for 80 hours research from SRB5.</i>	suitably experienced local people will be engaged to carry out this work.
Maltby Community and resources conferences.	£4 000	£2145 from SRB5 for Maltby Community Conference. Youth First for youth contribution to theme groups and Maltby Community Conference; £301 from SRB5.	
Publishing, printing and publicity	£4 000	<i>“Maltby’s Future”</i> : <i>Layout and printing, £1492;</i> <i>distribution £500 – all from SRB5.</i>	This is essential to help partners (local and external) provide support and join local people in implementation.
Administration	£5 000	Covered through area assembly and other officer salaries.	

Participatory Appraisal Training

In April and May 2001, five people from Maltby took part in Participatory Appraisal Training, with several others from Thurcroft and Whiston. Participatory Appraisal is a structured process of learning with and from communities about their own situation and conditions of life. The training enabled local activists to gain skills, knowledge and tools that would help them decide for themselves their current situations and help to prioritise for the future. This method was used for the visits to local groups, in the theme groups and at the conference.

This training was organised jointly with Judith Higgins, the Community Development Worker in Thurcroft. It took place at the Thurcroft Free Church on Katherine Road. The trainers were from Hull DOC

(Developing Our Communities) and the course is accredited through the Open College Network to Level 3 (equivalent of an A-level). The course consisted of 5 days, including 1½ days placement, which we spread across three weeks in late April and early May. A full report of the training is available (Higgins and Sissons (2002)).

Hull DOC has pioneered Participatory Appraisal in Britain, supported by the University of Hull. It was previously known as Participatory Rural Appraisal and originated in India, arriving in Hull by way of rural Africa. The trainers from Hull DOC are people who have learned and practice the method locally.

Participatory Appraisal aims to enable participants to take a full part in planning how their community might develop. The focus is on how people participate and how they can be encouraged to voice their thoughts. The method includes tools that enable people to express their thoughts in different ways and help others to participate. It appeals to people because it gives them an opportunity to make a direct contribution to the way in which meetings are conducted.

Five people from Maltby took part in the course. They were Carol Stringer (Highfield Park and Woodland Gardens), Sean Doran (Highfield Park and Woodland Gardens), Carla Burton (Muddies Environmental Group), Chris Colley (Parish Councillor) and Ian Greenhough (Active Sports Development Worker).

Phase 1: Visits to Groups

The people who did the Participatory Appraisal Training undertook the Phase 1 visits. They suggested groups to visit and the Community Development Worker organised dates and times. He kept the details of meetings up to date on a wall in the office and members of the team were able to sign up for the dates they could make.

All the groups in Maltby were contacted, using the directory produced by the library service. A letter explained what we were trying to achieve and invited them to request a visit from the team. Groups were asked to offer two dates so that the team were able to meet one or the other of them.

The aims of the visits were to (1) make contact with groups and introduce them to community planning, and (2) to collect people's impressions of Maltby and how it could be improved.

The team used Participatory Appraisal on visits to 46 groups in Maltby over the summer (see appendix 3). They selected a limited number of tools so that they required minimal preparation time. They encouraged participants to identify good things and improvements, whichever methods were used.

Charts from the visits were copied and returned to the groups. Groups could then (1) indicate if they are not happy with the record of their session, (2) carry out further work on their interests, (3) refer back to their concerns as the community planning continued. A leaflet was given to each group that explained about next steps.

Phase 2: Theme Groups

The role of the theme groups is to (1) identify ideas from the visits, from existing groups and from their own ideas, (2) visit groups and organisations that can help with development of ideas and to assess the viability of ideas, (3) prioritise ideas according to their importance and difficulty. Each group has a contact who keeps the office up to date with its activities. The office types up the work of the groups, puts it on the website and makes it available for inspection by other groups or anyone who is interested.

Three meetings were planned for Monday 29 October (evening), Thursday 1 November (afternoon) and Saturday 3 November (morning); where people had opportunities to meet and decide about the theme groups. They were at three different venues around Maltby. Each meeting included a buffet and a couple of hours to look at a wide range of information and consider programmes of work that might meet local concerns and aspirations.

Each of the three meetings was similar. Participants were invited to draw rich pictures of Maltby using display materials from the visits as well as their own experience. They selected one issue each and formed groups around their issues. The groups looked at ideas, existing initiatives and barriers to change.

Five theme groups were agreed at the Saturday meeting. At a follow up meeting on Monday 12 November, the theme groups met around tables, agreed the final definitions and appointed contact people and representatives on the MCP Group.

No.	Theme Group	Contact	MCP Group Rep
1.	Transport, Traffic and	Sean Doran	David Thorpe

	Road Safety and Shopping Areas		
2.	Community, Sports and Cultural Facilities	Dave Gayton	Chris Colley
3.	Maltby Environment and Appearance	Barbara Harvie	Russ Howes
4.	Community Safety	Jeanette Hamilton	
5.	Jobs and Training	Anita Heaton	

The theme groups met independently with a facilitator. There were also a few joint theme group meetings. Records were kept at the office and also placed on the website. There was an envelope system where contacts could pick up their notes and other information for their group.

The theme groups had a budget made up of a contribution from Maltby Parish Council and some money connected with partnership development from SRB5. This was sufficient to pay for assistance, visits, transport and other expenses. Given the timescale for the plan it has been recognised that some of the essential research may have to be scheduled in the plan. An allocation of £14 000 has been earmarked out of the Priority 4b budget to complete this research during the year to 31 December 2002.

In preparation for the conference each group was asked to (1) identify 1 or 2 projects for the "Maltby's Future" newsletter and write a brief article about them, (2) write a brief paper outlining their proposals and (3) prepare a 10 minute presentation for the conference.

Phase 3: Maltby Community Conference

The Maltby Community Conference was held on Saturday 9 March 2002 at Hellaby Hall Hotel. The aim of the conference was to introduce the work of the theme groups to a wider group of local people and to receive endorsement for the content of the community plan. The conference had capacity for 100 people and on the day 94 people attended. The majority were local residents and the remainder people who work in Maltby. In addition there were 6 young people from Maltby and various stewards and helpers. The venue was chosen so that the participants would have time together without having to worry about organising lunch, refreshments, etc. Hellaby Hall Hotel is the nearest suitable such venue to Maltby.

Registration for the conference was allocated in three categories: (1) 5 theme group members from each theme group were invited to help lead the theme groups (30 places), (2) 2 local groups members were invited from up to 25 groups to represent their groups (50 places), and (3) up to 20 places allocated to individuals. In the end attendance broke down as 19 from theme groups, 46 from local groups and 29 individuals. A newsletter “Maltby’s Future” went through every door in Maltby in February and invited individuals to the conference. Everyone who attended had to complete a form slightly amended for each category. Everyone who completed a form received a letter confirming the details on their form and enclosing directions. Applications were recorded in the order that they were received and later in alphabetical order (for registration at the conference) and according to the theme group each participant asked to be with (given to theme group leaders). At the conference, people were ticked off the alphabetical list as they arrived and given a badge with their local group (if any) and theme group leaders were marked for ease of identification.

The final version of the conference **programme** can be found in Appendix 4. The conference began with **presentations** prepared by the theme groups. They was followed by time in theme groups to discuss and develop the ideas. **Kevin Barron MP** addressed the conference during the afternoon. The final hour was set aside to hear reports from the groups and to agree two motions (1) that the community plan should be written, and (2) that those present would attend a quarterly Maltby Forum with a first meeting in June.

The conference was arranged in a large hall around **round tables**. Tables were allocated to theme groups according to the numbers who registered an interest in the groups. A small dais provided a focal point and **displays** on the theme group proposals were around the walls.

Five people from outside Maltby volunteered to act as **stewards** for the day and help with things such as registration, the PA system and general support for the participants. Most of the volunteers were community development workers with one clerical officer and the manager of the community development team. The stewards were asked to produce a short evaluation of the conference from their point of view.

Youth First worked on a **young people’s event** for the conference. The group from White City prepared material for the community safety theme group and two of them acted as group leader in the main conference. Six

others joined them in a separate room where they considered the themes of the conference through their own activities.

Phase 4: Writing up the Plan as a living document

An outline plan was prepared in advance of the conference and agreed by the Steering Groups. Each theme group was asked to look at a draft format for their section of the plan. This was amended and after the conference the theme groups were asked to prepare a rough first draft.

This document was distributed to the theme groups and in whole or in part to people who had expressed an interest at the conference or other interested groups. In the meantime the theme groups worked on the second draft, incorporating comments from others as they came in.

George Bates offered to work on the layout of the plan and to edit the contributions so that the plan would have a uniform appearance whilst keeping the distinctive contributions made by many people.

The full version is expensive to print and so we have chosen alternative ways of making it available. Suggestions have included a CD-ROM Version and a website version. A summary document in a similar format to "Maltby's Future" will go to every household.

Publicity

Publicity for the Community Plan was important throughout and built up towards the publication of the plan. Methods used included letters to local groups, using the Library Service's local directory, posters, press releases, newsletters for every household and a website. Initially publicity focused on invitations to receive a visit, join a theme group or attend the Maltby Community Conference. Once the conference was full, the emphasis changed to promotion of Maltby and the Community Plan.

For phase 1, all the groups in the Maltby directory were contacted by letter and invited to request a visit. Nearer the date, the groups were contacted by phone.

An **OHP presentation / Powerpoint** about the Maltby Community Plan was developed for external groups. It was piloted at a briefing meeting about Community Planning with an audience of Area Assembly officers. The revised version is available in a ring binder, on OHP slides or as a Powerpoint presentation. The presentation is kept up to date.

The **posters** used, to raise local awareness of the community planning and for the development of the theme groups, were designed in a series of 12. Each one featured a local person with their vision for Maltby and ideas from one of the Community Plan visits. Some of the local people were already active in the plan. Others were found when the Community Development Worker went out with a digital camera, visited a few groups and asked for volunteers. Each person was asked to complete a form that they signed to show they consented to use of the photo and words on the poster. They were asked to write down their vision with help from a few *aide memoire* questions. They all included details of the meetings, contact details and listed the 5 sponsoring groups. George Bates designed and printed a mixture of A4 posters (for shop windows) and A3 posters for notice boards. After the posters were displayed each person featured received a thank you letter and a copy of their poster. Local volunteers distributed the posters. Posters were targeted at shops on the High Streets and in local centres, the parish council notice boards and inside notice boards in community centres, churches, day centres, etc. The posters drew a lot of attention although no one who attended the meetings claimed to be there because of the posters.

The **website** is part of the Hub Electronic Newspaper. Everything from the visits, the theme groups and the conference appears on the website so that anyone who is interested can see how the plan is developing and use the raw material themselves.

“Maltby’s Future”, a **newsletter** about the community plan, was circulated during the week beginning 11 February to every household in Maltby and in addition 800 copies went to Maltby Comprehensive School for use in their classes. The theme groups wrote most of the articles and the Maltby Community Conference was given prominent billing. It included photos of relevant features and quotations for local people about the need for their ideas. Many people responded to the newsletter, some directly to the theme groups and over 30 registered for the conference. A series of posters were designed to complement the newsletter and a few were distributed in Maltby and featured in displays at the conference and later at the library.

Press releases were sent out through the borough council’s press unit to promote the theme groups and Maltby during the week of the conference. Radio Sheffield provided coverage and so did the Trader. Photos and a video taken at the conference should provide material for “Rotherham Matters”.

A **display** from the Conference was also displayed at Maltby Community Library.

Monitoring and Evaluation

The following points relate to phases 1 and 2 of the planning:

- If local people are to be involved in a meaningful way, they need time. Communities are under immense pressure to apply for funding and the temptation is to rush into activity without planning. The danger is that projects developed without this careful participative approach will lack local support.
- People will like attractive posters and may read them but very few respond to them. Therefore, time needs to be taken to organise waves of publicity so that as many people as possible will hear the message.
- Many people will contribute their ideas but may not wish to make a long-term commitment. This needs to be respected and built into planning.
- Care needs to be taken with age groups. The very old and the young need to be sought out. The perspective of people in their 90s is different from that of people in their 70s. Similarly, how young can you go? Children of 7 or 8 years have contributed and come up with some good ideas. Can younger children take part? What about 2 and 3 year olds? But children and young people can find adults difficult. How can they make a sustained contribution?
- Publishing the plan is not the end. The plan has to be implemented and so more research will be needed. And what about the issues and ideas that miss the deadline?

Evaluation forms were provided to everyone who attended the conference. The results can be found in Appendix 5. Some of the issues identified as a result are as follows:

1. The room was too small for the numbers. This made it difficult for people to move around and some people couldn't cope with the noise.
2. It would have been better if the presentations had been viewed in advance. This would have helped with time keeping, content and co-ordination with the PowerPoint slides.
3. Some of the tables lacked leadership. A scribe / helper on each table would help.

Appendix 1:

COMMUNITY PLAN FOR MALTBY BRIEF

March 2001

INTRODUCTION

Community Planning will allow the people of Maltby to define their needs and aspirations rather than being on the receiving end of what others may decide for them. Local people will have the confidence to be the driving force to make sure those needs are met. Community Planning will also support agencies working for the benefit of the community so that their work is given recognition.

A range of organisations in Maltby have recognised the need for a Community Plan. A broad-based project group has worked on this brief for the Plan. This document explains what will be in the plan and how it will be written. It will help local people plan together for the social and economic regeneration of Maltby, whilst being an opportunity for agencies and funding bodies to hear the authentic voice of local people.

The Community Plan will be an important opportunity to:

- Bring together past and concurrent local audits, and address any further research needs.
- Produce a plan based on the experiences and aspirations of people who live and work in Maltby.
- Explore with local people and others, participative approaches to local planning.
- Develop networks between the diverse organisations that make up Maltby, eg Churches, traders and businesses, services for young, old, and people with special needs, schools (including children), youth groups, community organisations, ethnic minority groupings, and local healthcare provision.
- Be developed alongside the work of the Objective 1 Team, who will produce an Integrated Development Plan, which deals with economic regeneration issues, so that this information is dovetailed into the Community Plan.
- Identify the community-based organisations needed to carry forward planning and regeneration, for example a local Forum, partnerships or a development trust.
- Build relationships with potential partners based on local priorities.
- Prepare Maltby's contribution to Rotherham's Community Strategy.

THE WIDER PICTURE

The principle of "define the problem and decide on the solution" is so common that it does not need explanation. The Local Government Act 2000 adopts this simple but effective approach to addressing the needs of local communities.

The Act places a duty on all local authorities to draw up a Community Strategy for their area. There is wide discretion about how the strategy is arrived at; eg some

authorities have drawn up a strategic plan in which only a few organisations have played a part. Rotherham has adopted a different approach. It is working from the bottom up – so when the plan for Maltby is complete it will serve two purposes – (a) it will allow local people to define their needs, and (b) form one piece of the Rotherham Community Strategy jigsaw.

THE INITIAL STAGES

The following groups sent members to the group that has written this Community Planning Brief:

- Maltby Amalgamated Community Associations, MACA (2)
- Maltby Churches (1)
- Maltby Environmental Group, MEG (1)
- Maltby Health Forum MHF (1)
- Maltby Parish Council, MPC (2)

The group is serviced by the Area Assembly Officer, the Community Development Worker for Maltby, and the Clerk & Financial Officer to Maltby Parish Council.

The Steering Group proposes to see the implementation of this brief through to its conclusion and has produced this draft for approval by the 5 parent organisations.

THE PROCESS

Community Planning in Maltby will produce the following documents:

1. An Audit of the current situation in Maltby including some or all of its :
 - geographical position
 - environmental concerns
 - demographic, social and health statistics
 - business and commerce
 - levels of unemployment and provision for unemployed
 - community, voluntary and statutory organisations
 - buildings available for community use
 - provision for children and young people
 - recreation and leisure facilities
 - provision for the elderly
 - other issues identified as the plan progresses

These issues will require prioritising during the community planning.

2. An action plan which
 - (a) arises from participatory appraisal conducted by local people and groups
 - (b) arises from and informs the Audit
 - (c) identifies issues local people are concerned about and prioritises them
 - (d) identifies how preferred options are to be delivered
 - (e) identifies partners able to support the action plan
 - (f) includes a system of monitoring and evaluating what has/has not happened,

- (g) includes a system of reviewing and updating the information to ensure that the process remains current.

What does Participatory Appraisal mean?

Participatory Appraisal

- consists of three activities: research, education and collective action.
- values local knowledge,
- obtains information through participation between people rather than just extracting it from individuals
- checks out each stage by use of a variety of methods
- requires the full involvement of local people
- means that outsiders will regard local people as the main contributors to research, planning, implementation and evaluation.

This means there should be: -

- Respect for local views and choices
- A focus on the application of the research for future improvements to the area
- The use of visual material rather than just written material
- An emphasis on the importance of feedback
- A recognition that the information gathered belongs to local people.

Use of participatory appraisal in Maltby will offer local people an opportunity to set their own agendas and decide how they will be met. It is a cost-effective approach that can easily be adopted by any local group to carry out their own research or to develop their group. It will also benefit service providers seeking funding for initiatives in Maltby as it will provide evidence of genuine local commitment to change.

WHO IS INVOLVED?

- Local people will complete the Action Plan after relevant training and development.
- Consultants under the direction of a Steering Group will undertake the audit.
- The Action Plan will determine who will carry out the remaining steps including monitoring and review.

THE AREA COVERED BY THE PLAN

The Steering Group recommend that the boundary of Rotherham Ward 14 is used for compiling the Community Plan, which includes the heavily populated areas of Maltby plus the outlying hamlets of Stone and Sandbeck.

PROPOSED ACTION

Activity	Aim	Resources	Outcomes
Participatory Appraisal (PA) Training for local people Duration: A few day	To equip local people with the means to carry out research and community	Costs of training Participants Opportunities to practice PA	Learning by doing – by the end of formal training, participants will have had

or evening sessions (total 30 hours) with practical experience between.	development.		considerable experience and this will count towards the plan.
Use of PA with local groups and in other contexts, including paid workers based in Maltby, eg health workers, teachers	To involve everyone who lives or works in Maltby who can be reached through visits to groups, street work and other suitable locations.	Mailings to groups Materials and tools for PA	Most groups in Maltby visited Each group will have ideas from PA New people involved in PA and local groups
Workshops around areas of mutual interest	Opportunity for groups with common interests to get together, identify options and priorities.	<i>Costs including lunches!</i> Materials and PA tools Facilitators	Opportunities to involve partners Build up to big workshop for final plan Ideas for implementation of plan
Consultants to carry out in depth research	Consultants will work alongside local people to carry out in depth work the results of which will inform the PA.	Finance for consultants Results of PA so far	Groups able to revisit their ideas with more information Baseline data for project development
Publish the plan	To make the plan known and start implementation		

TIMESCALES

Maltby Community Plan - Critical Path 2001

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2002
Final Community Plan Brief	*****	*										
Participatory Appraisal training		***	*****	***								
IDP - public event		--	-----	*****								
Fundraising			*****	*****	*****	-----	>>>					
Visits to local groups and street work			*****	*****	*****	*****	*****					
In depth research with consultants			-----	-----	*****	*****	*****	*****	*****	*****	*****	>>>
IDP completed					*****							
Workshops around areas of interest					-----	*****	*****	*****	*****	-----		
Follow up under-represented groups					-----	*****	*****	*****				
Final event to agree the plan								-----	-----	*****		
Decide on future organisations								*****	*****	*****		
Publish the plan											*****	
Funding conference												>>>
Area Assembly plan												>>>

Key: IDP = Integrated Development Plan
----- = preparation for activity

***** = duration of activity
 >>> = Future activity

FUNDING STRATEGY

Requirements	Estimated costs	Suggested action	Added Value for Maltby
Training and development – participatory appraisal	£2 000 plus expenses and resources. Maltby will probably be expected to make a 50% contribution.	Thurcroft have SRB funding for PA training and Maltby will be able to join with them.	Will directly improve performance of local groups. PA is a good way of developing more effective and enjoyable meetings.
Payments to the community for participatory appraisal work.	£4 000	Optional So far, funding for this activity has not been identified.	Pay community groups for contribution made by their members. Pay people to encourage involvement in local activities.
Workshops – several of these to bring local people together around shared areas of interest and to finalise the plan. Opportunity to involve outside agencies as workshops develop. This could lead to local partnerships.	£8 000	This money is from SRB5 and Objective 1 for development of partnerships including one for the IDP.	This will pay for local venues, services and small-scale research, eg visitors to address areas of interest.
Consultancy fees – this could be done in two ways. (1) Appoint consultant to identify and fill gaps on the audit list, or (2) Wait for issue based workshops to identify where they need additional information.	As we identify pieces of work, we can seek funding to cover them.	Some funding sources specific to areas of interest, eg <ul style="list-style-type: none"> • Objective 1 Priority 4b, • Sure Start baseline data, • Key Fund • Lifelong Learning – Judith Dey • Community Involvement Fund – Carol Newman • Active Communities • Neighbourhood Renewal Funds (Community Chest and empowerment fund) 	This information will be of value to local groups who wish to find out about Maltby for funding applications, lobbying, planning projects, etc. Wherever possible suitably experienced local people will be engaged to carry out this work.

Requirements	Estimated costs	Suggested action	Added Value for Maltby
Publishing, printing and publicity	£4 000		
Administration	£5 000	Covered through area assembly and other officer salaries.	

INFORMATION MANAGEMENT

A fundamental principle of participatory appraisal is that information belongs to its originators and that it will not be taken or used without its owners' permission. The options for use of information will be explained before information is taken away. When information is taken away it shall be returned in its original state. Also any copies, especially electronic copies will be made available to its owners.

The Community Plan will use the South Rotherham Electronic Community Magazine (The Hub) which will store information and make it available on the Internet. People will be able to say whether they agree to it being stored this way. Information on flip chart paper can be photographed and distributed as computer files. If most people agree to these arrangements the information will be widely available. It will also be possible to make paper copies for groups who wish to carry out further work.

The final plan and audit will, if local people agree, go to the Rother Valley East Area Assembly, where it will be adapted with Thurcroft and Whiston's plan into a plan for the area. This in its turn will become part of Rotherham's Community Strategy. The format of these plans will be standardised through the council and further information will be available in May 2001. The local documents will of course be made available to all the people who take part in the Community Planning in paper and electronic formats.

LINKS

The proposal links to the following:

- RMBC Community Strategy
- Thurcroft and Whiston Community Plans through the Area Assembly
- Maltby Parish Council Forward Planning Process
- Objective 1, Priority 4b Integrated Development Plan
- Maltby Community Health Needs Assessment
- Other research taking place in Maltby eg for Sure Start, Youth Inclusion Programme, Social Capital Survey.

ADMINISTRATIVE MATTERS

The Steering Group has acknowledged that the lead organisation should be Maltby Parish Council. The Project Officer will be Mr D J Morton, Clerk & Financial Officer, Maltby Parish Council, The Edward Dunn Memorial Hall, Tickhill Road, Maltby, Rotherham, S66 7NQ – Telephone 01709 814060, Fax 01709 818944, Email maltbypc@ukonline.co.uk

Appendix 2: References

Higgins, Judith and Sissons, Chris

2002 The Participatory Appraisal Training Course held at Thurcroft, Rotherham during April and May 2001. Private publication available from the authors.

Appendix 3: Groups visited during phase 1.

Ascension Playgroup
Model Village Community Association
Maltby Amalgamated Community Associations
Maltby Traders Group
Maltby Comprehension School (Pupils)
St Mary's Roman Catholic School (Pupils)
Maltby Parish Council
Addison Road Day Centre (Staff)
Maltby Team Ministry (Anglican Parochial Church Council)
Outside In (Youth Project)
RMBC Housing Services
37th Rotherham Scouts
Speak Up (Addison Road Day centre clients)
Craggs Infant School (Staff)
Age Concern (Clients)
Travel Club (Highfield Park Pensioners)
Maltby Health Visitors
Sure Start Play Away (Open day for young children and parents)
Melton Court Nursing Home (Clients)
Queens Nursing Home (Staff and client)
Coronation Park Skateboard Area Opening Event
Lions Barbecue and Duck Race
Lilly Hall Community Association
RAILL (Pensioners' Keep Fit)
Bede Drop-in
RMBC Social Services
1st Responders
Manor Allotments
Redwood Day Centre
Lifeguards (Swimming Baths)
Morthyng Limited
Park Hill Lodge (Clients)
Maltby Headteachers' Cluster
Sure Start Community Interest Group
Police
Old Maltby Neighbourhood Watch and Residents Association
Model Village tenants
Maltby retraining
Children's Society
Addison Road Day Centre (Parents and carers)
Miners Widows
Highfield Park and Woodland Gardens Community Association
Friends of Maltby Library
Job Centre

Appendix 4: Maltby Community Conference Programme

Maltby Community Conference Saturday 9 March 2002, Hellaby Hall Hotel Programme

9.30 Arrivals, Registration, Refreshments

10.00 Conference opens

10.20 Presentations

10.20 Transport, Traffic, Road Safety and Shopping

10.35 Cultural, Community and Sports Facilities

10.45 Maltby's Environment and Appearance

10.55 Jobs and Training

11.05 Community Safety

11.15 Work in theme groups

12.30 Lunch

1.45 Work in theme groups

2.00 Community Forums Partnerships and Trusts

2.30 Tea and coffee available

2.50 Address: Kevin Barron MP

3.00 Conference plenary

Feedback and approval of theme group work

Agree new organisations, etc.

Vote of Thanks

4.00 Finish

Appendix 5: Results from the evaluation forms for Maltby Community Conference

Out of the 94 people who attended the conference, 72 completed the evaluation form.

Publicity	1 😞😞	2 😞	3 😊	4 😊	5 😊😊
Letters	1	2	17	17	24
Website	3	2	7	6	4
Newsletter “Maltby’s Future”	2	1	9	17	30
Posters	3	6	15	10	5
Media – papers and radio	6	9	13	9	3

Venue, date and time	1 😞😞	2 😞	3 😊	4 😊	5 😊😊
Date		1	6	26	37
Time of day	1	2	6	25	37
Easy to get to HHH?			1	20	51
The Garden Suite	4	5	7	16	33
Refreshments		1	8	22	41
Lunch	1	1	8	20	42
Childcare			3	3	9

The set-up	1 😞😞	2 😞	3 😊	4 😊	5 😊😊
Registration	1	1	5	26	37
Stewarding		1	11	27	32
Meeting around tables	6	9	18	19	20
Information on tables		5	11	36	21
Displays		1	7	35	30
Presentations		3	12	18	39
Work in theme groups	2	6	10	31	23
Did you know what to do throughout the day?		2	15	37	15

How did you rate the day as an opportunity to	1 😞😞	2 😞	3 😊	4 😊	5 😊😊
find out more about Maltby		1	7	22	37
play a useful part in determining the future of Maltby	1		9	28	34
meet new people			9	25	38
have a good time	1	2	15	27	27
Would you do this again?	1		6	23	41