

Progress monitor

For summarising the outcome of community planning activity and planning the next steps.

Compile and circulate for comment to a range of participants to get a full picture.

Example used: *Developing a community plan*

Topic	Action taken	By whom	Outcome	Next step	By whom
<i>Controlled parking</i>	<i>Input into design of questionnaire</i>	<i>Forum</i>	<i>New zones in place.</i>	<i>-</i>	<i>-</i>
<i>Waste recycling</i>	<i>Schools promotion</i>	<i>Forum</i>	<i>Higher recycling rates noted</i>	<i>Resident promotion</i>	<i>Residents associations</i>
<i>Cycle routes</i>	<i>Working party set up</i>	<i>Cycle club</i>	<i>Cycleway plan being developed</i>	<i>Publicise for comment</i>	<i>Radio Libraries</i>
<i>District plan</i>	<i>Consultation</i>	<i>All voluntary organisations</i>	<i>Revisions made</i>	<i>Repeat next year</i>	<i>Planners</i>
<i>Station</i>	<i>Owner contacted.</i>	<i>Planning officer</i>	<i>Nothing</i>	<i>Invite to design workshop</i>	<i>Jenny</i>
<i>etc</i>	<i>etc</i>	<i>etc</i>	<i>etc</i>	<i>etc</i>	<i>etc</i>