



## **West Dereham Parish Council**

### **COMMUNITY ENGAGEMENT STRATEGY**

It is the aim of West Dereham Parish Council to engage with the residents of West Dereham and encourage their participation in decision making, securing better services, being better engaged with the local democratic process and creating a more active and informed community.

The Council strives to undertake the following:

**To enable an involved, empowered and active citizenship** through:

- i. Reaching out and seeking the views of hard to reach groups including young people

**To communicate information to the community clearly, factually and appropriately** through:

- i. The preparation of a website detailing all council services and activities
- ii. The preparation of a monthly newsletter delivered to every household
- iii. The use of plain English

**To raise the image and reputation of the Council** through:

- i. Inviting residents to be actively involved in meetings via the public forum
- ii. Publicising widely the Annual Parish Meeting
- iii. Encouraging use of the Council website
- iv. Inviting residents and community groups to provide information for the Council Newsletter
- v. Issuing news covering activities of the Council

**To enable every Councillor to maximise their role as elected representatives and Community Leaders** through:

- i. The preparation of a comprehensive New Members Pack
- ii. Uploading of agenda & minutes on the Council website
- iii. Encouraging Councillors to attend meetings of community organisations
- iv. Encouraging Councillors to take up places on community groups and organisations

**To ensure members of staff understand the Council's priorities** through

- i. Having regular staff appraisals and informal discussions
- ii. Encouraging staff to provide input into the decision making process

#### **Engagement**

The Parish Council wishes to actively engage with all:

- i. Residents of West Dereham
- ii. Service users, non-users and potential users
- iii. Businesses
- iv. Community and voluntary groups
- v. Hard to reach groups including young people

## West Dereham Parish Council Community Engagement Strategy Action Plan

| What to do   | Who is responsible  | When   |
|--|---|--|
| To encourage local residents/organisations to participate in Parish Council meetings                               | All members of the Parish Council via personal contact, newsletter, notice boards and website | Continuing   |
| To issue newsletter and update website   | Chairman and Clerk  | Monthly  |
| To publish Annual Report and deliver to every household  | Chairman and Clerk  | Annually   |
| To organise Parish Council surgeries in the village hall   | Councillors and Clerk   | 30 minutes allocated before each Parish Council meeting  |
| To conduct a review of Parish Council assets and consult residents regarding maintenance and improvement of assets | Councillors and Clerk   | Review undertaken - Handyman employed to carry out maintenance and improvement of assets as required |
| To hold public forums at Parish Council meetings   | Councillors and Clerk   | Continuing   |
| Development of West Dereham Cemetery   | Councillors and Clerk   | Continuing, survey to be carried out , public meeting to be arranged                                 |
| To maintain links with local businesses  | Councillors and Clerk   | Continuing   |
| To maintain links and support Neighbourhood Watch  | PCSO, Councillor PK and Clerk   | Continuing   |
| To encourage links with and promote the work of the Safer Neighbourhood Team                                       | PCSO, Councillor PK and Clerk   | Continuing   |
| To encourage links and support allotment holders   | Councillors, Clerk and Allotment Liaison Officer Richard French                               | Quarterly Allotment Inspections as required by Standing Orders                                       |
| To consult with young people regarding additional activities   | Councillors PW & TF and Clerk   | Continuing   |
| To monitor development in and around the parish and consult residents on possible impact                           | Councillors and Clerk   | Continuing   |