**Bishop’s Waltham Parish Council**

**Parish Council Office**

**The Jubilee Hall, Little Shore Lane**

**Bishop’s Waltham**

**Hampshire, SO32 1ED**

**01489 892323**

# Community Engagement Policy

Bishop’s Waltham Parish Council is committed to improving its engagement with local residents to ensure they feel part of the community and able to participate in its well-being.

This policy sets out how this will be done.

### **Aim**

The aim of the policy is to improve the way in which the Parish Council engages with its residents and partners.

### **Objective**

The Parish Council will **inform**, **consult**, **involve** and **collaborate** with the public to achieve the overall objective of developing improved services to residents.

increasing level of public engagement

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| --- | --- | --- | --- |
| **Inform** | **Consult** | **Involve** | **Collaborate** |
| ***Objective*** |
| To provide balanced and objective information to help people understand Parish Council issues | To obtain public feedback on proposals or decisions | To work directly with the public to ensure concerns and aspirations are understood and considered | To partner with groups and public bodies in decision-making and identification of preferred solutions |
| ***Parish Council Commitment to the Public*** |
| We will keep you informed | We will listen to and acknowledge concerns and suggestions, providing feedback on how public input influenced the decision | We will work with you to ensure your concerns and suggestions are directly reflected in the proposals developed | We will look to you for advice and innovation to incorporate your recommendations into decisions wherever possible |
| ***Methods used in Bishop’s Waltham*** |
| Parish notice boardsPC NewsletterParish NewsPC websitePC & Cttee meetingsParish Forward PlanInformation leaflets | SurveysPublic meetingsExhibitionsAnnual parish meetingPC officesEmail address | Participatory eventsPC & Cttee meetingsPC surgeries | Public Authorities (HCC, WCC)Working GroupsTrustsCommunity GroupsVoluntary Groups |

### **Methods**

**Inform**

(To provide balanced and objective information to help people understand Parish Council issues)

* Five Parish Council Notice Boards that advertise meetings, notices and contact details of all council members and officers, as well as access to the annual report and annual accounts
* Parish Council Newsletter “Bishop’s Waltham Matters” delivered quarterly to every residence
* Full page article in every monthly issue of the Bishop’s Waltham Parish News
* Parish Council Website that includes agendas and minutes of Council and Committee meetings, events and contact details for all councillors
* Parish Council meetings and committee meetings open to the public
* Bishop’s Waltham Parish Council Forward Plan delivered to every residential address (when relevant)
* Information leaflet on the work of the Parish Council

**Consult**

(To obtain public feedback on proposals or decisions)

* Surveys and feedback forms in PC Newsletter, delivered to households, and on-line
* Public meetings on issues of public concern, such as major planning applications
* Exhibitions and consultation on proposed major developments within the parish
* Annual Parish Meeting open to members of the public
* Parish Council offices open to the public for 4 hours every weekday
* Parish Council email address widely published, together with councillors’ contact details

**Involve**

(To work directly with the public to ensure concerns and aspirations are understood and considered)

* Public participatory events to formulate parish plans (such as Development Plans)
* Parish Council and committee meetings have 30-minute public sessions
* Parish Council high street surgeries held regularly to allow easy access to councillors

**Collaborate**

(To partner with groups and public bodies in decision-making and identification of preferred solutions)

* Attendance and participation of County Council and District Council representatives at Parish Council meetings
* Establishment of working groups with residents’ membership, reporting to the parish council
* Participation of Parish Councillors as trustees on local trusts for youth and education
* Representation on Community Groups (CAB, Chamber of Trade, Police, Schools)
* Cooperation with Voluntary Groups (North Pond Conservation, Meon Valley Active Retirement Association, BW Museum, BW in Bloom, Town Team, Youth, Sports and Social groups)

### **Implementation**

Each of the 21 methods listed above will be implemented in full during each council year

**Bishop’s Waltham Parish Council**

**Previous Parish Council initiatives to consult and actively serve the community**

|  |  |
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| **What** | **When** |
| Annual Parish Report  | March – available at meeting and on website |
| Annual Meeting of the Parish | March – physical meeting |
| Parish Council Newsletters | Delivered to every household in BW quarterly |
| Website communications | Regular updates |
| Resolution for grants of £8,550 to the community | Applications considered twice yearly |
| Sponsorship of community litter pick | Spring and Autumn annually |
| Parish Council High Street Surgeries | Once per month |
| Parish Council stand at Carnival & Show | June annually |
| Parish Council stand at St Peter’s Countryside Fayre | September annually |
| Remembrance Day Parade | November annually |
| BWACO meetings | Twice yearly |
| Consultations and surveys | As and when appropriate |
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|  |  |  |
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