

Pannal with Burn Bridge Parish Council

Draft Statement of Community Involvement: Pannal with Burn Bridge Neighbourhood Development Plan

Pannal with Burn Bridge Parish Council was established 5th May 2016 and has legal authority, established under the Local Government Act 1972 and other legislation, to administer affairs within its parish. Following the enactment of the *Localism Act 2011* the community determined to prepare a *Neighbourhood Development Plan* (NDP) and to include a *Statement of Community Involvement* (SCI) which is an enabling statutory document. This SCI is prepared specifically with the NDP in mind and is not designed to cover other aspects of the Parish Council's operations.

The Parish Council consists of "Elected Members" who are guided by the *Clerk to the Council* on financial and legal matters. While in law the Parish Council is responsible for all decisions unless otherwise delegated, the decision to seek advice and commit or restrict certain avenues of engagement due to circumstances, which is believed to be in the interests of the community, shall be at their discretion.

OBJECTIVES AND PRINCIPLES OF THE SCI

- To enhance and promote an inclusive society by engaging and consulting with residents, businesses and groups prior to and when making decisions concerning the Neighbourhood Development Plan which affect the economy, environment and social well-being of the Neighbourhood Area.
- To ensure that the views and concerns of residents are given due consideration throughout the process of producing a NDP and to engage and represent residents in communicating with our Member of Parliament, Harrogate Borough Council through elected ward members and officers.
- To engage with all other stakeholders including statutory and other service providers with a view to encouraging investment and to ensure best practice is afforded to those living and working in the Neighbourhood Area.
- To use every means available to ensure all residents are given the opportunity to comment on all issues and to demonstrate a commitment to consult with the community at large.

Third parties are encouraged to seek to engage with the Parish Council where matters are deemed to be in the interest of or affecting the Neighbourhood Area of Pannal with Burn Bridge.

PARISH COUNCIL ENGAGEMENT WITH PARISHIONERS AND OTHER STAKEHOLDERS

- The Parish Council comprises members elected under the Representation of the People Act 1983 and Local Government Act 1972. The Clerk or the Chairman to the Parish Council are the primary contacts, however individual Councillors may be

contacted directly during reasonable times of the day. This can be done by appointment, email or telephone and contact details are listed on the parish website.

- The Parish Council normally holds monthly meetings, at Pannal Village Hall. Other extraordinary meetings may take place and such meetings are advertised on parish noticeboards and on the Parish Council website. All meetings can be attended by the public and only when confidential matters are included on the agenda is exclusion of the press and public permitted under standing orders.
- All Parish Council meetings are open for members of the public to attend and have a formal 'open forum' for parishioners to raise matters of concern.
- During the lifetime of the Neighbourhood Development Plan production process, the NDP will be a standing agenda item so that the full Parish Council may receive updates on progress from the representatives of the NDP Steering Group and input to the future strategic direction of the work in hand.
- The Parish Council provides up to date information and agendas of meetings on the notice boards located in the parish and on the website. Minutes are published on the website - <http://www.pannalandburnbridge-pc.gov.uk>
- The Council displays comprehensive information on the website.
- When significant issues arise, the Council may distribute notices to every property and in the case of a public meeting notification of the date, time and venue.

OPERATION OF THE NDP STEERING GROUP

- The Steering Group established to drive forward the NDP have produced Terms of Reference which have been approved by the Parish Council. The Steering Group will meet in public on a monthly basis throughout the production process of the NDP with all meetings advertised on the parish website and open to the public to attend. The public will be allowed to contribute to meetings in an open session at the end of each meeting.
- Minutes, agendas and background papers of all steering group meetings will be published on the Neighbourhood Plan page of the Parish website.
- Members of the Steering Group will be guided by the agreed Terms of Reference.
- Informal or working group meetings may take place in between steering group meetings. These do not need to be subject to the arrangements for formal steering group meetings but will be reported back to the steering group.

- Throughout the process of producing the NDP, every effort will be made to ensure that consultation, communication and engagement with parishioners and other interested parties is as open and accessible as is practicable. In particular:
 - ✓ Newsletters, when produced, will be distributed to every property, residential, community or commercial, in the Neighbourhood Area.
 - ✓ Questionnaires and surveys will be developed which enable every interested party to have their say over issues of concern to them with regard to the NDP and the sustainable future of the Neighbourhood Area.
 - ✓ Public events will be well publicised through every mechanism practical, including posters, flyers, articles in local press and community magazines.
 - ✓ All information produced by the Group, including minutes and surveys, will be written in plain English and proofed for 'readability' so as to be as accessible as is practicable.
 - ✓ Regular dialogue will be established and maintained with elected members and officers at Harrogate Borough Council.
 - ✓ Regular feedback will be given to the Parish Council who will be asked to approve any matter of substance, including financial decisions and at key milestones during the Plan process, as identified in the Neighbourhood Plan Project Plan.

Wherever requested to do so, the Group will produce information to respond to the particular needs of parishioners; for example, translated, large print, braille.

The work of the Group in this regard will be guided by a Communications Plan which will act to ensure that all efforts in relation to communication, consultation and engagement follow best practice, are monitored and reviewed to ensure the process is successful in its ambitions to be as inclusive and open as possible.

FUTURE REVIEWS OF THE SCI

The SCI will become a formal document adopted by the Parish Council and will be reviewed periodically throughout the period of producing the NDP. It is anticipated that a review of the document should occur at the end of this process with a view to producing a generic SCI to guide all future activity of the Parish Council in relation to communication, consultation and engagement with parishioners.

COMPLAINTS PROCEDURE

To follow the Parish Council's complaints procedure contact in the first instance should be made with the Clerk to the Council.

Andrew Macdonald
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