

UPPER BEEDING PARISH COUNCIL

r/o 3 Hyde Square ~ Upper Beeding ~ West Sussex ~ BN44 3JE

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www.westsussex.gov.uk/upperbeeding

Clerk: Steve Coberman

Statement of intent as to community engagement

1. Aims and Objectives

Upper Beeding Parish Council aims to:-

- Represent and promote the interests of the parish of Upper Beeding and all its people in all forums
- Pay particular attention to the needs of our children and young people
- Provide the best possible amenities and services by the efficient use of available resources
- Actively involve local people in decisions affecting activities in the area
- Promote equality of opportunity and oppose discrimination
- Be open and accountable in all it does
- Support development which is environmentally, socially and economically sound and sustainable
- Enhance quality of life by protecting and enhancing the parish of Upper Beeding's ecological and environmental assets

In order to achieve these aims, the Council will

- Work closely with residents, businesses and community groups
- Engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future
- Ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process;
- Ensure that residents have the opportunities to be heard at every stage, and the capacity to be effective citizens.

The outcomes the Council hopes to achieve are:

- Improved communication with the local community
- A better understanding within the community of the role of the Parish Council and of its Councillors
- Local people feeling that they are involved in decision making
- Improved satisfaction with local public services

2. Defining the community

The Council considers the community of Upper Beeding to consist of:

- All residents of the parish
- All users of the Parish Council's services
- All those who work within the parish
- All those who own businesses within the parish
- All young people who live and/or go to school within the parish
- All local voluntary organisations, clubs and societies
- Any group or organisation that represents some or any of the members of the above sections of the community

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in the parish of Upper Beeding and aims to maintain excellent working relationships with these bodies, including the Police, the other tiers of local government and neighbouring parish councils.

3. Provision of information to the community and opportunities for community involvement

Information is provided by the Parish Council to the community in a number of ways, including:

- The Parish Council offices in Hyde Square are open Monday to Friday and can provide a wide range of information both on Council services and other activities and issues within the parish of Upper Beeding
- The Parish Council's website www.westsussex.gov.uk/upperbeeding provides comprehensive information both on the work of the Parish Council and on other services, the history of the parish, local events, local groups and organisations.
- The Parish Council provides four noticeboards around the parish which are used to display agendas for Council meetings and contact details for local councillors as well as other information of interest to the local community. Additionally, the noticeboard in Hyde Square can be used by local events organisers or groups.
- The Parish Council's Newsletter is published approximately quarterly and is available from the Parish Council website, with a limited number of copies available from certain shops and post offices within the parish
- All meetings of the Parish Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions
- Public meetings are called to gauge public opinion about important issues affecting the parish such as major planning applications
- Questionnaires are sometimes used to ask local people's opinions about specific matters and these are distributed to local residents, for example through stands at supermarkets or at public meetings, or downloadable from the Council website

4. Opportunities for Formal Representations to the Council

- Formal representations to the Council may be made at any time in writing to the Parish Clerk.
- A period for the receipt of petitions is set aside at the beginning of each Council meeting.

5. Involvement in Partnerships

The Parish Council often works in partnership with other organisations such as the District Council or the Police. It is represented on the following local organisations:

- The Burial Board
- Action in Rural Sussex
- Horsham Association of Local Councils
- Campaign for the Protection of Rural England
- Saltings Field Conservation Group
- Upper Beeding Village Hall Management Committee
- Small Dole Village Hall Management Committee
- Parish Floral Display
- Upper Beeding Football Club
- Upper Beeding Cricket Club
- Upper Beeding & Small Dole Youth Project
- Neighbourhood Watch
- Viridor Liaison Committee
- Steyning Chamber of Trade
- West Sussex Rural Forum
- Local Action Team (LAT)
- Steyning Partnership Board

6. Role of Council Members and Officers

Council Members (Councillors) are the elected decision makers of the Parish Council. Their contact details are available from the Parish Council offices, on Parish Council noticeboards and on the Parish Council website. Members of the public are welcome to contact Councillors to raise any issues.

The Council's officers are staff who are employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Parish Clerk is the Proper Officer for the Council which means he has overall responsibility for the provision of Council services.

Statement prepared for adoption by Upper Beeding Parish Council at its meeting on 1st March 2011