



## **WEST HOATHLY PARISH COUNCIL**

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

### **Community Engagement: Statement of Intent Approved February 2015**

#### **Aims and Objectives**

Within the financial and legal obligations placed on the council by local and national government West Hoathly Parish Council aims to:

- Improve the quality of life in the parish.
- Make the parish a desirable place to live
- Increase community involvement in local affairs
- Act as an advocate on behalf of the community with other bodies
- Try to achieve consensus
- Protect the people and the amenities making it a vibrant and dynamic community.

#### **Defining the Community**

West Hoathly Parish Council intends to continue to consult and proactively engage with:

- All age groups regardless of ability and ethnic origin in the community
- Local organisations and any other group or organisation that has an interest in, or impact on, the parish of West Hoathly.
- Other local authorities that have influence on the parish of West Hoathly
- Neighbouring Parish Councils
- The Police
- Health Authorities
- Schools
- The High Weald Area of Outstanding Natural Beauty

#### **Provision of Information to the Community**

The council will make information including Agendas, Minutes and the Annual Financial Report, detailing current spending, available to the public, through the following:

- West Hoathly Parish Council Website <http://www.westhoathly.gov.uk/>
- Newsletters and the Annual Report
- Parish Notice Boards
- By request to the Clerk

The council has adopted the requirements detailed in the Freedom of Information Act whereby the public can request sight of any council documentation (with the exception of Confidential items).

Most of these documents are readily accessible on the councils website, but may also be obtained (for a fee) from the Clerk to the Council.

## **Opportunities for Community Involvement**

At each monthly Council Meeting a period of fifteen minutes is set aside for members of the public to ask questions of the council or make comments to the council (see Public Participation at Council Meetings).

Members of the public are permitted to attend all the Council's Committee meetings (unless identified as Confidential) and a period of 15 minutes is set aside for Public Speaking, prior every Parish Council Committee Meeting.

The Public are welcome to speak to individual Councillors on other occasions.

## **Opportunities for Formal Representation to the Parish Council**

The Council will accept representation from groups/organisations/individuals for items to be included on the agenda for discussion at Committee or Council meetings. For inclusion at these meetings, written details MUST be received by the Clerk at least SEVEN working days prior to the meeting date. Any item received later than seven days will not be discussed until the following month's meeting.

## **Involvement in Partnerships**

The Parish Council aims to have representatives on organisations in the Parish, and other partnerships/networks as is appropriate.

The officers of the council regularly discuss matters which may affect the parish of West Hoathly with other town and parish councils who have experience of these issues.

The council encourages and supports public meetings organised by the police, the health authority, the District and County Councils and other organisations where they feel information should be made available to the residents of the parish of West Hoathly.

The Council welcomes ideas from organisations or individuals in respect of budgeting for particular projects/services in future years. The budget process commences in November annually. A draft budget is discussed at the December Council meeting before final approval at the January meeting.

## **Specific Areas for Community Involvement**

The Council will consult the community on future developments in and around the Parish when appropriate.

The council will ensure that Mid Sussex District Council and West Sussex County Council consult the public on any scheme that may affect the Parish.

## **Complaints Procedure**

A complaint is "an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council or its staff affecting an individual, group or organisation." The Council's Complaints Policy outlines how complaints will be dealt with.

## Contact Details

Contact details for all councillors can be accessed on the Parish Council website <http://www.westhoathly.gov.uk/>, the Parish Council noticeboard at West Hoathly Village Hall or via the Clerk.

The Clerk can be contacted:

Email: [clerk@westhoathly.gov.uk](mailto:clerk@westhoathly.gov.uk)

Telephone: 01342 811301.

Correspondence should be addressed to

Helen Schofield  
Clerk to West Hoathly Parish Council  
West Hoathly Village Hall  
North Lane  
West Hoathly  
West Sussex  
RH19 4PA