A green castle with towers

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**Castle Donington Parish Council**

**Community Engagement Policy**

**Castle Donington Parish Council, The Community Hub, 101 Bondgate, Castle Donington, Leicestershire, DE74 2NR.**

**E-mail:** [**admin@castledonington-pc.gov.uk**](mailto:admin@castledonington-pc.gov.uk)

**Website:** [**www.castledonington-pc.gov.uk**](http://www.castledonington-pc.gov.uk)

**Facebook: Castle Donington Parish Council**

(Office open to the public from 10:00 am – 2 pm Monday to Friday excluding bank holidays.)

A couple of logos of a castle

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**Introduction**

Castle Donington Parish Council intends to have meaningful engagement and collaboration with the community as part of its working practices.

It has developed this policy with the aim of constructing a standard for engagement with its residents and partners.

It recognises that the services it provides should aim to reflect the needs of the community who should be involved in decisions affecting them, their neighbourhood, and shaping the future of the parish.

1. **Aims and objectives**

***Castle Donington Parish Council aims to:***

* Represent and promote the interests of the parish of Castle Donington and all its 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;
* Pay particular attention to the needs of our children and young people;
* Enhance quality of life by protecting and enhancing the parish’s ecological and environmental assets.

***In order to achieve these aims, the Parish 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, it actively encourages 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 Parish 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 actively contributing to decision making;
* Improved satisfaction with local public services.

**2. Defining the community.**

* The Parish Council considers the community of Castle Donington 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 Parish Council recognises that there are certain bodies that are crucial to the quality of life in Castle Donington and aims to maintain excellent working relationships with these bodies, including the Police, the other tiers of local government and neighbouring town and 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 the Community Hub are open Monday to Friday and can provide a wide range of information both on Council services and other parish activities and issues;
* The Parish Council’s website www.castledonington-pc.gov.uk provides comprehensive information both on the work of the Parish Council and on other services, the history of the town, local events, local groups and organisations. The public can contact the Parish Council through the website and public consultations are sometimes carried out through the website;
* The Parish Council provides a number of noticeboards, including at the Community Hub which is used to display agendas for Parish Council meetings as well as other information of interest to the local community.
* Parish councillors’ surgeries are held regularly at the Community Hub.
* The Parish Council produces and publishes a newsletter periodically, which is then made available on the Council website and Facebook. (This is to be increased to monthly 2024).
* An annual report of the Parish Council and its work is given at the Annual Parish meeting. The aim for 2024 is to make this into a full report and increase the availability of it in different forms.
* 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 participation relating to items on the agenda;
* A public meeting may be called to gauge public opinion about an important issue affecting the town such as a major planning application;
* Questionnaires may sometimes be used to ask local people’s opinions about specific matters and these are distributed to local residents or are downloadable from the Parish Council website;
* Social media sites: the Parish Council can be followed on Facebook.

4**. Opportunities for formal representations to the Parish Council.**

* Formal representations to the Parish Council may be made at any time in writing to the Parish Clerk;
* A period for public participation is set aside at the beginning of each Parish Council meeting.

**5. Involvement in partnerships.**

The Parish Council works in partnership with other organisations such as North West Leicestershire District Council, Leicestershire County Council and Leicestershire Police. It also has representatives on, or links to, the following local organisations:

* Leicestershire and Rutland Association of local Councils (LRALC)
* Twinning Association
* Volunteer Centre
* Royal British Legion – Castle Donington branch
* Castle Donington Community library trustee (up to 6)
* Donington Park Liaison Committee
* Museum Trust
* Castle Donington Bowls Club
* SEGRO Logistics Park East Midlands Gateway
* Parish Liaison Committee at NWLDC
* Patient Participation Group (PPG) at the surgery
* Love Castle Donington events committee

**6. Role of Parish Council Members and Officers.**

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

The Parish Council’s officers are employed to carry out the day-to-day functions of the Parish 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 she has overall responsibility for the provision of Parish Council services.

**7. Measuring success**

It is important for us to know whether this strategy is making a difference and that the Parish Council is achieving its objectives.

The Parish Council will use a variety of methods to measure the impact of this strategy and check that it is delivering on its commitments.

This strategy will be reviewed on an annual basis.

***Adopted by Castle Donington Parish Council at its meeting on 25 April 2024.***