



# **Sherburn in Elmet Town Council**

## **Statement of Community Involvement:**

### **Sherburn in Elmet Neighbourhood Development Plan**

Sherburn in Elmet Town Council has legal authority, established under the Local Government Act 1972 and other legislation, to administer affairs within its town. Following the enactment of the *Localism Act 2011* the Town Council 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 Town Council's operations.

The Town Council consists of "Elected Members" who are guided by the *Clerk to the Council* on financial and legal matters. While in law the Town 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 Statement of Community Involvement**

- ✓ 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 (the parish of Sherburn in Elmet).
- ✓ 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, and North Yorkshire Council through elected 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 Town Council where matters are deemed to be in the interest of or affecting the Neighbourhood Area of Sherburn in Elmet.

#### **Town Council engagement with parishioners and other stakeholders**

The Town Council comprises members elected under the Representation of the People Act 1983 and Local Government Act 1972. The Clerk or the Chairman to the Town 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 town website.

The Town Council normally holds monthly meetings. Other extraordinary meetings may take place and such meetings are advertised on town noticeboards and on the Town 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 Town 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 Town 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 Town Council provides up to date information and agendas of meetings on the notice boards located in the town and on the website. Minutes are published on the website.
- ✓ 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 Committee**

The Steering Group established to drive forward the NDP have produced Terms of Reference which have been approved by the Town Council. The Steering Group will meet in public, usually on a monthly basis through the production process of the NDP with all meetings advertised on websites 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 will be published on the Town Council's Neighbourhood Plan webpage.
- ✓ Members of the Steering Group will be guided by the agreed Terms of Reference.
- ✓ 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 produced will be distributed to every property 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.

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. 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 may be guided by a Communications sub group 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 Statement of Community Involvement**

The SCI will become a formal document adopted by the Town Council and will be reviewed periodically throughout the period of producing the NDP.

### **Complaints Procedure**

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

Date of Policy adoption:	
Meeting minute ref:	
Date of review:	