

LITTLE BADDOW PARISH COUNCIL
COMMUNITY ENGAGEMENT STRATEGY

Little Baddow Parish Council engages with the community through the following methods:-

- **Annual Parish Assembly** -- All Community Organisations are invited to have a table at this meeting to display information about their club or society. Members of Chelmsford City Council (e.g. Planning, Recycling), Essex County Council (e.g. Highways) and the Police are invited to enable residents to communicate directly with key services. This meeting is advertised on the front of the annual Little Baddow Newsletter which is delivered, mostly by councillors, to every household in the village. Adverts are also placed on the four notice boards in the village. Dialogue with residents is encouraged at Public Question Time. Awards are made to residents who have made significant contributions to the community.
- **Little Baddow Newsletter** -- This is the annual newsletter published by the Parish Council which contains the Chairman's Annual Report, financial information and articles of interest about the village and village activities. This is delivered to every household in the village.
- **Parish Council Meetings** -- These are advertised two weeks in advance on the four notice boards in the village with the agendas displayed three clear days prior to the meeting. The agenda is also displayed on the Council web-site together with the list of meeting dates.
- **Public Question Time** -- There is a Public Question Time at every meeting and the Clerk welcomes all residents prior to the meeting.
- **Parish Correspondent** -- This is a resident in the village who has volunteered to prepare an independent report on each Parish Council meeting providing a monthly update on Council activities. This is published in The Journal (delivered free to every household), Little Baddow News (paid subscription to over half the households), the Essex Chronicle and can be viewed on the website.
- **Development in the Village** -- This is a topic of prime importance to a majority of residents. All planning applications are displayed on the four notice boards and on the Council web-site. Residents are encouraged to speak for and against planning applications at the meeting. All residents' comments to Chelmsford City Council Planning are reported during the discussion of the planning application. When large, potentially contentious applications are due to be considered by the Council, a leaflet drop to nearby residents is made to encourage their views at the meeting.
- **Supplementary Planning Document** -- The village was one of the first to complete a Village Design Statement in 2005 and this was updated to a Supplementary Planning Document in 2013. The Council fully supported the volunteer groups in the preparation of these documents. The Council is now considering a Neighbourhood Plan as one of the Action Plans.
- **Housing Needs Survey** -- The Council, with the assistance of RCCE, has completed a Housing Needs Survey to establish the demand for affordable housing in the village. Potential sites have been identified in consultation with Chelmsford City Planning and negotiations with relevant land owners have taken place.
- **Public Meetings** -- These are held for major planning applications and for matters of importance to the village (e.g. frequent power outages, designating the Sports Ground to a village green). These meetings are advertised on the notice boards, Little Baddow News and with leaflets to each household.

- **Democracy** -- Prior to each election, the Council runs a series of advertisements encouraging residents to stand as councillors. These are displayed on all the Council notice boards, printed in Little Baddow News and, in conjunction with Danbury and South Woodham PC's, in The Journal. All casual vacancies are advertised. The Council provides a bus service on each election day so that residents can easily attend the polling station.
- **Support for Community Groups** -- One of the Council's priorities is to support the community groups in the village – this is one of the Action Plans established by the Council.
- **Emergency Planning** -- The Council has established an Emergency Plan for the village.
- **Memorial Hall** -- This is a focal point for many village activities. Hall availability is shown on the Council web-site. A Hall User Group meeting is held half yearly to enable regular feedback from regular users.
- **Web-site** -- This is used to inform residents of Council activities and contains all meeting agendas, minutes, current planning applications, finance data and policy documents. Also available are details of all village clubs and societies and a "What's on" page of upcoming village activities.
- **Contact Details** -- Phone and email details for all Councillors and the Parish Clerk are displayed on all four notice boards and on the Council web-site.
- **Welcome Pack** -- This is provided for all new residents to the village and provides key information on village activities and local services. It is prefaced with a welcome letter from the Council Chairman.
- **Litter Pick** -- The Council organises an annual litter pick within the village.
- **Questionnaires and Consultations** -- The Council will use questionnaires or consultation letters to establish information to support the decision making process on matters of importance to the village.

Approved: October 1, 2015