



LONDON COLNEY PARISH COUNCIL

To: Councillors MacMillan (Chair), Gardner, Pakenham, Pearl and Winstone

12 March 2021

You are hereby summoned to attend a **VIRTUAL** meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 30 MARCH 2021, at 6.00PM**

<https://zoom.us/j/96881178151?pwd=bzE3aENDL0NubUJwQ2tDbzNDajRrdz09>

Meeting ID: 968 8117 8151

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Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
To receive apologies for absence
2. **DECLARATION OF INTEREST**
To receive members declarations of interest in items on the agenda.
3. **MINUTES OF PREVIOUS MEETING**
To receive and approve the minutes of the previous meeting held on 12 January 2021.
4. **MATTERS ARISING FOR INFORMATION ONLY**
 - 4.1 Community Garden
5. **FIREWORKS 2021**
To receive a verbal report about the implementation of quieter fireworks

6. **LARKS IN THE PARK 2021**
To receive a verbal report on this event, co-hosted by SADC.
7. **SEATED EXERCISE**
To consider the recommencement of seated exercise classes for over 60's at the Community Centre and to consider the operational requirements of the activity (report to follow)
8. **COMMUNICATIONS STRATEGY**
To receive a proposed Communications Strategy to recommend being adopted by Council (report to follow)
9. **COMMUNITY ENGAGEMENT**
To receive a proposed community engagement policy to recommend being adopted by Council (attached)
10. **NEWSLETTER**
To consider articles for the next edition of the newsletter.
11. **CONFIDENTIAL ITEMS**
To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the item.
 - 11.1 **Outsourcing of Parish Council Services (report to follow)**
12. **DATE OF NEXT MEETING**
18th May 2021 (to be confirmed)

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 12 JANUARY 2021, 7.00PM – VIRTUAL MEETING**

PRESENT: Cllr McMillan (Chair), Gardner, Pearl and Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Cllr Pakenham was absent.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 3 November 2020 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

There were no matters arising.

5. COMMUNITY GARDEN AT CALEDON COMMUNITY CENTRE

Cllr Gardner reported that she had yet to contact the Site Manager for the surgery development. The Clerk will email the developer and copy Cllr Gardner into the email so she can contact them directly. Members were asked to feedback to Cllr Gardner any ideas of what they think should be in the garden.

6. FIREWORKS 2021

Members were advised that following the decision made the Council meeting of 8 December 2020, the Clerk and Events & Community Officer will be meeting with the Firework Contractor to discuss implementing this decision. An initial conversation with the contractor had advised Officers that there are fewer silent fireworks which means the display will be possibly shorter (20 mins). The Clerk will report to the next meeting. Members considered that quieter fireworks could form part of the display, if there were insufficient silent fireworks and this will be investigated. Lasers were mentioned but there was no discussion on this matter.

7. COMMUNICATIONS STRATEGY FOR LONDON COLNEY PARISH COUNCIL

Members received a report on this item and welcomed the initiative. They felt that it would be useful for all Members to feed into the SWOT analysis and strategy and a session should be organized for all Members to participate in, prior to a Council meeting. This will be organised.

8. LARKS IN THE PARKS 2021

Members were advised that the officer at SADC who is responsible for the liaison between community groups and SADC is currently furloughed and it is anticipated that she will remain furloughed until the end of March, possibly April 2021. Therefore, there are no meetings scheduled for community groups who are organising their local Larks event. It may be that Government guidance will not allow this type of event to take place, but Members were advised

that event preparation for an event of this size needed to be started. Members considered the two proposed dates (27 June and 4 July) and considered that 4 July 2021 was the more appropriate date. The location for the event was discussed with the surgery development at the community centre and it was felt that the event should take place with the grasscrete area being used at Caledon Road, if possible as they felt that Morris Recreation Ground was too large for this type of event. Insufficient toilets were available at Morris Recreation Ground. Officers will undertake preliminary planning and report to the next Events Committee meeting.

9. NEWSLETTER

Members considered articles for the next newsletter, the copy deadline for which is 4 February 2021. Articles to be included are:

- History of Lowbell Lake
- Parish Council Budget
- Surgery Development
- Profile of Councillor
- Report on change of parish boundaries
- Profile of Grounds Maintenance Staff
- Neighbourhood Plan
- De Havilland Museum and their volunteers

Any articles from Members would be welcomed and should be sent to the Events & Community Officer.

10. FUTURE EVENTS

10.1 Litter Pick

Members were asked to consider rescheduling the date for the litter pick to coincide with the Keep Britain Tidy campaign which runs from 28 May – 13 June 2021. This was agreed. Members were advised that during the national lockdowns, several community litter picking groups had emerged and they would be approached to join the parish council litter pick.

10.2 MacMillan Coffee Morning

Members were advised that the date for this event had been omitted from the events calendar and to note the date as Friday 29 October 2021.

11. EVENT MARSHALS

Members were advised that the parish council's insurance specifies that there must be a ratio of 1 marshal to every 100 attendees at parish council organised events. This does not include bucket collectors at the firework display and a lack of marshals could affect how many people can attend this event. There are also concerns about the ingress/egress to the site with a large crowd attending. It was recommended that Members should consider making the event a paid to attend event with all proceeds going towards the charities chosen to benefit. Members considered that this should be discussed at a future meeting.

Members agreed that the charities benefiting from the collection should provide a minimum of 10 marshals and that their decision to make the event ticketed would be discussed at a future meeting. An article to recruit marshals should be included in a newsletter.

12. BUDGET 2021/22

Members received and noted the budget for events during 2021.

13. NEXT MEETING

9 March 2021

The meeting closed at 7.42pm

Signed: _____ Date: _____

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY COMMITTEE

DATE: 30 MARCH 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: COMMUNITY ENGAGEMENT POLICY

1. SUMMARY

- 1.1 In the delivery of services, it is important for the parish council to reach out to all residents of London Colney, to ensure that they are offering services which will appeal to a wide range of residents.
- 1.2 This community engagement policy outlines how the parish council goes about that engagement.
- 1.3 Adoption of this policy will go towards making London Colney a stronger, more cohesive community.

2. RECOMMENDATION

Members are asked to recommend to Council that the policy is adopted.

3. BACKGROUND

- 3.1 As the first tier of local government, the parish council is often seen as closest to the community that they serve, especially as parish councillors live and work in the parish.
- 3.2 It is vital in these days when funds are restricted, that the Council is seen as engaging with residents to ensure that they are tailoring their services appropriately and that any future strategic decisions, are underpinned by the community engagement undertaken to support the decision.
- 3.3 In a digital age, community engagement has never been easier to reach those hard-to-reach groups who have not traditionally engaged through the ballot box.

4. FINANCE

- 4.1 Future plans for development, which require grant funding, will require demonstration of community engagement to justify the application. This also applies to any potential loan applications.

5. IMPACT ASSESSMENT

Strategic Plan	Underpins the strategic plan
Equalities	Ensures adherence with Equality Act
Environmental/Sustainability	Supports sustainable services
Crime & Disorder	N/A
Financial	Essential for some grant funding and loan applications
Resources (including workforce)	Community engagement is a regular part of an Officer's remit.
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

COMMUNITY ENGAGEMENT POLICY

1. Introduction

- 1.1 London Colney Parish Council is committed to providing a voice for the people of London Colney and central to this ethos is engagement with the community in a proactive and meaningful way.
- 1.2 This document sets a standard for engagement with residents, community groups, businesses, and other partners.
- 1.3 It recognises that the services it provides should reflect the needs of residents and the locality.
- 1.4 It strongly believes that its residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of London Colney. It sets out:
- The role of community engagement and its importance
 - How the parish council engages with the wider community and identifies the needs and aspirations of the community
 - How the Council can improve its engagement with the community
- 1.5 The objectives of this strategy are to:
- Encourage effective community engagement.
 - Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them.
 - Enable the aspirations/comments/suggestions etc obtained from engagement processes to have an impact on decision making and the way that services are delivered.
 - Identify how the Council can enhance its profile by improving engagement with the wider community (with specific mentions of hard-to-reach groups).

2. The Council's Commitment to Engagement

- 2.1 The Parish Council is committed in its Strategic Plan to provide a democratic representational voice for the residents of London Colney. Engagement with residents will be undertaken in a proactive and meaningful manner.

3. Community Engagement

- 3.1 Community engagement enables local people to have a voice and involves them in decisions which affect them and their community. This may include individuals, voluntary and community bodies as well as other public sector bodies.

- 3.2 It enables residents to talk to the Council about their aspirations and/or needs in their community. It allows the Council to consult with, and inform people about what services it provides, how its priorities and policies are determined and how well it is performing.
- 3.3 Consultation is an integral part of community engagement. Without consultation, addressing a particular need can be random and there is no way of ensuring what is required to address an issue.
- 3.4 There are a wide range of consultation methods such as surveys, questionnaires, neighbourhood planning consultations and social media polls.
- 3.5 The term 'stakeholder' refers to a wide range of people and groups (these might include residents, visitors, businesses, government, voluntary organisations, public service organisations etc.), all of which have an interest in delivery the Council's services and projects.
- 3.6 The key aspects of community engagement include:
- Development of a network of relationships between Councillors, officers, individuals, voluntary and community groups.
 - Clear and open communications to ensure that information is accessible to all groups.
 - Understanding and listening to a range of people to identify aspirations, needs and problems.
- 3.7 Effective and meaningful community engagement can provide a number of benefits:
- The problems and needs to residents are clearly identified in order that appropriate new or improved facilities can be provided.
 - Those participating feel empowered by being involved in decision making in their community and a sense of ownership and pride in the new facilities/initiatives.
 - It may result in renewed respect for the Council, enhanced leadership and greater interest in elections or standing for Council.

4. Aims

- 4.1 To work more closely with residents, community groups and businesses.
- 4.2 to be inclusive with an many people as possible.
- 4.3 To actively encourage residents' involvement.
- 4.4 To listen to residents' views and have regard to them with delivering services.

5. Objectives

- 5.1 To encourage effective local engagement.
- 5.2 Ensures that engagement is embedded throughout the Council to ensure that the community is consulted on decisions that affect them.

- 5.3 Enable the comments/aspirations/suggestions etc which are obtained as part of community engagement have an impact on decision making and the way in which services are delivered.
- 5.4 Adopt methods of communication which enable as many people as possible to engage with the Council.
- 5.5 To inform residents of the Parish Council and the role of Councillors.
- 5.6 To improve, plan and shape the future of London Colney for all its residents.
- 5.7 To be a stronger, more cohesive community.

6. London Colney Parish Council and Community Engagement

6.1 The Council current undertakes the following engagement methods:

- Public question time at the start of each Council meeting.
- Publishing contact details for Councillors and officers on the website
- Regular new stories on the website and social media channels.
- All agendas, minutes and associated reports are available on the website or copies available on request.
- The Annual Report and Statement of Accounts are available on the website.
- Working in partnership with other agencies to support local initiatives.
- Consultation exercises with residents on neighbourhood planning
- Press releases to local newspapers.
- Newsletter published quarterly.
- Regular updates on parish council events on our website and social media
- Consultation with users of community facilities
- The Council office is open every day (except Wednesday) to residents between 0900-1400.

6.2 All parish councillors live or work within London Colney and have close ties to their constituents and local voluntary groups on a day-to-day basis.

7. Communication

7.1 London Colney Parish Council is committed to improvement community engagement by:

- Continuing all the above activities and services into the future and improvement relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out in community engagement activities e.g., BAME, young people
- Consulting on the use of S106 funds for specific projects i.e., refurbishment of facilities or new play equipment
- Identifying opportunities to work with other local groups as and when the need arises.
- Publicising the positive results that have been achieved through projects to encourage residents to engage in the future.
- Ensuring that appropriate evaluation is carried out following consultation exercises to ensure that lessons learned are carried forwarded and assessment of how successful the consultation was.

- Ensure that community engagement is available in appropriate format for all sectors of the community.

8. Conclusion

- 8.1 The purpose of this policy is to continue the engagement which already happens between the Council and the wider community and improve it. This will enable the Council to better understand the needs and aspirations of residents, and in turn, facilitate appropriate projects to meet those needs and create an enhanced community spirit.