



HOCKLEY PARISH COUNCIL

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Minutes from the online Forward Plan Committee meeting held on Thursday 11th February 2021 at 7.00pm.

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|-------------------------------|----------------------|-----------------|
| <u>Chairman:</u> | Cllr. P. Meacham | |
| <u>Councillors:</u> | Cllr. N. Boxall | Cllr. S. Martin |
| | Cllr. B. Thorogood | Cllr. L. Vingoe |
| <u>Officers:</u> | Kelly Holland, Clerk | |
| <u>Members of the public:</u> | None | |

The Chairman welcomed everyone to the Committee meeting.

FOR20/42 Apologies for Absence

Apologies for absence had been received from Cllr. N. Boxall.

RESOLVED that the apologies be accepted.

FOR20/43 Minutes

RESOLVED that the minutes from the Forward Plan Committee meeting held on 14th January 2021 be approved as a correct record and signed by the Chairman after the meeting.

FOR20/44 Declarations of Interests

None.

FOR20/45 Public Participation

None present.

FOR20/46 Local Council Awards Scheme

The Clerk had provided the list of criteria required to achieve the quality award. Many areas were met whilst others were currently being worked on. The main areas for action/improvement were:

- Creation of a two-way communication policy. This would be drafted by the Clerk.
- Review of member/officer training policy. The Clerk would be reviewing this document shortly.
- Evidence of a variety of community engagement activities. The Council currently engaged using a variety of methods, however different ways of engagement would be used for the resident's survey.

- An action plan following engagement budgets, timetables and review dates. It was suggested that an action plan be created using the plans identified by other Council Committees, some of which had been as a result of community engagement. The Clerk would create the overall action plan for consideration by the Committee.

FOR20/47 **Community Engagement**

Members discussed areas to be included within the survey and formulating questions for the resident’s survey. It was suggested that the residents be consulted on the current Council projects as well as those suggested previously when the Committee was formed as a working group. These suggestions were:

- Rent a Ranger
- Local Traffic Information
- Reduction in pollution
- Dementia shops

The suggestions had not been investigated and were only ideas at this point, this would be made clear in the survey.

The questions posed in the survey should allow space for other comments/ideas, the questions could have a scale rating where appropriate.

It was noted that the Committee could investigate the suggestion of a Youth Council, Cllr. Meacham agreed to have an informal discussion with Greensward Academy regarding the suggestion.

RESOLVED that

- (a) the Clerk investigate the formulation of other youth councils;
- (b) the Clerk start to create the survey questions in preparation for a future meeting of the Committee.

FOR20/48 **Items for next agenda**

To consider the update on the requirements of the quality award of the Local Council Awards Scheme.

To consider the update regarding work experience

To consider the update on the community engagement survey progress

To consider the information relating to the youth council

FOR20/49 **Date of future meeting**

The next meeting of the Forward Plan Committee is Thursday 11th March 2021 at 7.00pm.

The meeting closed at 8.06pm

Signed:
Chairman

Date:
