



TRAWDEN FOREST  
PARISH COUNCIL

# **Community Engagement Strategy**

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**Trawden Forest Parish Clerk and RFO**

**Adopted by all Councillors at the meeting on : 6<sup>th</sup> October 2025**

**Review Date : Annually**

## **Introduction**

A community engagement strategy guides us and our partners (including Pendle Borough Council, Lancashire County Council, Police and health service) on how we engage with our communities, interested people and organisations in the many services we all provide.

## **Aims and Objectives**

It's important for everyone to have the opportunity to get involved and have their say in local issues that affect or interest them. Trawden Forest Parish Council is committed to engaging residents by encouraging them to become actively involved in decisions that affect them and the community, to deliver better services and to improve the quality of life of residents by creating a more active and informed community. Trawden Forest Parish Council will do this by ensuring access to relevant information to allow them to contribute by an exchange of information to the decision-making process.

The aim of the Community Engagement Strategy is to:

- To work with all members of the community by keeping them informed of events within their locality,
- To improve the way in which the Council communicates with members of the community,
- To listen to the views of residents on important issues,
- To use these views to deliver better services,
- To improve the long-term social, economic and environmental well-being of residents,
- To plan future development of the parish in accordance with community priorities and needs.

## **Community Engagement**

Trawden Forest Parish Council and its partners will inform, consult and involve the community in many ways to influence local services. It will do this through various methods including, but not limited to:

- Agenda and minutes to be placed on the website, social media and in notice boards.
- The opportunity to view the Annual Report and Accounts will be available at the Annual Parish Council Meeting and on the website, social media and in notice boards after both the internal and external audits.
- Any surveys will be available, both electronic and paper based.
- Website forums.
- Public meetings.
- Encouraging public participation at Parish Council meetings.
- Meeting with local representatives and groups.
- Having representatives on outside bodies and partner committees.
- Articles in Community Newsletters.
- Newspapers.
- General Information on social media including Facebook and Instagram.
- Presentations.

The Parish Council Clerk will:

- Develop and assess questionnaires.
- Report back to Council.
- Identify the hard-to-reach groups.
- Publish results.
- Receive and store information in accordance with GDPR.
- Arrange visits.

- Prepare presentations.
- Place notices in noticeboards.
- Update the website, Facebook and Instagram pages

## **Opportunities for Community Involvement**

### Parish Council Meetings

The Parish Council has an element for Public Participation. The monthly council meetings are open to the public and time is set aside, for members of the parish to make comments or to ask questions.

An Annual Parish Council Meeting is held in May each year giving residents the opportunity to have a say on local issues, find out what the parish council has been doing and residents are given the opportunity to share their opinions on the services delivered by the council.

Residents will continue to be encouraged to submit items which they wish to be brought to the attention of Councillors at the monthly meetings, or to give their opinion on a particular agenda item, to the Clerk.

### Contact Your Councillors

Make an appointment, make a phone call, write a letter, e-mail a message – let your Councillor know what you think.

Contact your Councillor to:

- let them know what you think
- get advice or help
- pass on a suggestion or good idea

### Write or Sign a Petition

A petition is a document that states a concern and asks that something be done to improve the situation. Members of the community sign the petition to show their support. The more signatures the better. If someone asks you to sign a petition and you support the idea – sign it.

Petitions are tabled in Full Council. They tell our Councillors how members of the public are feeling about an issue.

If you want to write a petition, decide whether the issue is a Parish, Borough or County Council issue. You will need to collect signatures and ask your Councillor to present the petition to Full Council.

## **Partnership Working**

Trawden Forest Parish Council is committed to working with local voluntary and community groups to improve the quality of life for residents in the parish. The Parish Council will work with Local Authorities (Borough, County and the Police) to ensure an improvement in the quality and delivery of services.

The Parish Council will work with neighbouring parishes to find a solution to common problems. The Parish Council will continue to support and engage with local organisations to assist them in meeting their own aims and objectives. All members of the Parish Council will continue to support local projects and events, including those arranged by the Council.

The Community Engagement Strategy will be reviewed annually to assess its effectiveness and amended as necessary.