

MILDENHALL PARISH COUNCIL

Statement of Intent as to Community Engagement

Aims and Objectives

Mildenhall Parish Council is committed to high standards of engagement with its community. Mildenhall Parish Council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decisions on matters affecting the parish. Mildenhall Parish Council aims to make a measurable difference to the quality of life of the community it serves and to be responsive to the needs of the community. This statement sets out how Mildenhall Parish Council ensures the community is kept informed about and can contribute to the activities and decision-making of Mildenhall Parish Council to the benefit of the parish.

What is the community of Mildenhall Parish

The parish council believes the community is everyone within the boundaries of the parish including all ages, organisations, groups and individuals. The parish council also recognises that residents pay for the activities of the parish council and that visitors to the community form an important part of the vibrancy of community life. The parish council understands the need to strive to achieve good working relationships with other bodies essential to the quality of local life including district and county councils, neighbouring town and parish councils the police and RAF Mildenhall.

Provision of Information to the Community

The parish council ensures that the agendas and minutes of all council and committee meetings which record and reflect the decisions of the parish council are published and readily available for the public to view in the following places:-

The parish council website www.mildenhall.suffolk.gov.uk

The parish notice board at 1/the parish office, 2/ the church and 3/ West Row shop

The library

At the parish office during normal office hours (9am to 5 pm)

By arrangement, at any council or committee meeting, 30 minutes prior to the commencement of the meeting

The parish council welcomes the press to attend all its council and committee meetings and also summarises its activities and reports them to the local newspapers.

The Mildenhall Messenger is distributed throughout the parish and is published 4 times a year. Each edition carries complete contact details for Mildenhall Parish Councillor's, the parish office and staff. The Annual Report is also published in the Mildenhall Messenger.

The parish council's councils Freedom of Information Publication Scheme is published on the council's website www.mildenhall.suffolk.gov.uk and is available by request from the parish office.

Opportunities for involvement and representations to the Council

The annual calendar of council and committee meetings displayed on the 3 parish notice boards invites the press and public to attend. Agendas for council and committee meetings always have a public participation item. Agendas give an indication of the business to be transacted so that parishioners can decide whether to attend or make views known by some other means prior to the meeting. Meetings are the forum for business and decision-making and it is important that this business can be conducted with ample time for due consideration of issues before councillors. However, at committee and council meetings there is also an opportunity for the public to make representations in person prior to decisions being made. Mildenhall Parish Councillors welcome representations but inevitably have to apply a time limit. If a parishioner is concerned that there might be insufficient time to make the desired points known, it might be best to make representations in writing prior to the meeting.

The Police and other tiers of local government will have an opportunity to make reports to full council meetings. This provides the public and councillors with more information and an opportunity to ask questions on matters of interest to them.

The council will also call an annual meeting of the parish on a day falling between 1 March and 1 June inclusive. This is the parishioners meeting and there will be the opportunity to hear from many community organisations and to ask them questions. It is also possible to raise matters of concern to the community.

Involvement in Partnerships

The council has representation on many local organisations and a full list can be obtained from the parish office. Councillors attend meetings of bodies which make decisions affecting the local community and information obtained from these meetings is reported to full council meetings.

Role of councillors

Councillors are the decision-makers of the council. The contact details for all councillors are available from the CEO and are also published on the parish notice boards and in the Mildenhall Messenger. Councillors also hold the CEO and any other Officers to account. Councillors welcome contact with members of the public and are always available at the monthly "Meet your Councillor" surgeries in Mildenhall and West Row for anybody who wishes to speak with them. Councillors will listen to any representations made to them at council and committee meetings whether in person, by a parishioner on behalf of another or in writing. Councillors will endeavour to be available to parishioners at other times by prior arrangement. The contact details for the CEO to the council are published on the 3 parish notice boards, in the Mildenhall Messenger, on the website and at the library. The CEO is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with or requesting information from the council. The CEO and staff at the parish office welcome visitors and are pleased to give more information on anything in this Statement.

Specific Areas for Community Involvement

In some circumstances, the parish council will also provide additional information sheets and/or call additional public meetings in the event that exceptional issues arise which are of particular interest to the community. These might include plans for significant planning development, exceptional spending plans and any emergency situations that arise.

Contact details for Mildenhall Parish Councillors, the parish office and CEO are:-

Great Heath Ward

Cllr J Barker, 29 Churchill Drive, Mildenhall, Suffolk IP28 7DA	01638 713343
Cllr J M Bloodworth, 7 Wentworth Drive, Mildenhall, Suffolk IP28 7JT	01638 714255
Cllr J w McGhee, 11a Melbourne Drive, Mildenhall. Suffolk IP28 7BP	01638 715419
Cllr D J Newton, Pine Farm, Wilde Street, Beck Row, Suffolk, IP28 8BT	01842 862420
Cllr N A Roman, 1 Birkdale Avenue, Mildenhall, Suffolk IP28 7JS	01638 712679
Cllr A J Wheble, 10 Wells Court, Mildenhall, Suffolk, IP28 7BW	01638 718478

Market Ward

Cllr M J Ball, 17 Wren Close, Mildenhall, Suffolk IP28 7HH	01638 718852
Cllr G A Hayes, 13 Rowan Walk, Mildenhall, Suffolk IP28 7DA	01638 713822
Cllr H T Hitt, 40 Raven Close, Mildenhall, Suffolk IP28 7LF	01638 712235
Cllr A F J Peachey, 50 The Street, Holywell Row, Mildenhall, Suffolk IP28 8LT	01638 510676
Cllr M K Smith, 60 St Catherine's Close, Mildenhall, Suffolk IP28 7PX	01638 717872
Cllr B J Sulman, 41 Robin Close, Mildenhall, Suffolk, IP28 7HJ	01638 712813

West Row

Cllr D W Bowman, 15 Cricks Road, West Row, Suffolk IP28 8PQ	01638 715989
Cllr Mrs T A Gooch Taylor Balls, Pegasus, Church Lane, West Row, Suffolk IP28 8PG	01638 715780
Cllr G H Taylor Balls, Gravel Barn, The Gravel, West Row, Suffolk IP28 8PE	01638 715790

Parish Office

Caroline Steggles, Chief Executive Officer The Pavilion, Recreation Way, Mildenhall, Suffolk IP28 7HG	email email	Phone 01638 713493 Fax 01638 711453 caroline_steggles@btconnect.com info@mildenhall.suffolk.gov.uk
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Signed at the Mildenhall Parish Council meeting on 27 May 2010

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Cllr Brian Sulman
Chairman

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Caroline Steggles
CEO