

# Community Engagement

**A guide produced by Parish and Town Council representatives for Parish and Town Councils and their communities**

'That people should have the maximum influence, control and ownership over the decisions, forces and agencies which shape their lives and environments is the essence of democracy.'

White Paper 'Communities in control: real people, real power'



north west  
together **wecan**

# Project aims and the partners

This brochure has been developed by Parish & Town Councils with support from Regional Empowerment Partnership for the North West run by North West Together We Can! (NWTWC). The National Empowerment Programme aims to empower citizens and communities by:-

- Demonstrating the difference community empowerment can make to individuals, community groups, communities and public agencies
- Developing effective methods of quality assurance for community empowerment  
Promoting examples of good practice across the country

**Our Region's Themed Priorities** – we are committed to developing Networks such as Community Activists and Green Activists, young people's engagement activity, innovative approaches to neighbourhood development / engagement at community level including using new media, rural engagement, and new approaches to empowering under-represented groups.

## Links

North West Together We Can (NWTWC)

[www.nwtwc.org.uk](http://www.nwtwc.org.uk)

National Empowerment Partnership

[www.evcwm.org.uk](http://www.evcwm.org.uk)





## Purpose of the Project

This Project builds on the work undertaken for the Parish & Town Council Charter and has been developed by a Steering Group comprising Lancashire County Council (LCC), Lancashire Association of Local Councils (LALC) and representatives from Parish & Town Council's. The key aim of this Project is to develop a best practice resource pack, detailing how YOU can better understand YOUR Community – how YOU can represent YOUR community – how YOU can take action and work with YOUR community to make a real difference.

### Who should read this document?

This document is intended to be useful guide/source of information for Parish Councillors, Community representatives, individual citizens, public agencies, community activists and village agents. The Steering Group have attempted to include useful information but understand that the information provided is limited, additional sources of information have been included in the 'Web Links and Useful' contact pages at the back of this document to ensure you have access to the latest up to date information and guidance.

### Links

**Parish & Town Council Charter**

[www.lancashire.gov.uk/infoforptcs/charter](http://www.lancashire.gov.uk/infoforptcs/charter)



# The Role of Parish and Town Councils

## What is a Parish or Town Council?

*'Parish and town councils are the foundation of local government. They are the level of government closest to the people and have a vital role to play in improving local quality of life. They can influence decisions that affect local people, help bring life to local communities and offer a way of making sure services meet the needs of residents'.*

Parish and Town Council Charter in November 2008

Parish councils were formed in 1894 and are the smallest area of civil administration in England. They are the level of local government closest to the people. Councillors serve for a maximum period of four years.

## Parish & Town Councils role in the community?

Parish councils have a wide range of duties and powers. A council may resolve to call itself a town council if it so wishes. Councils must be given the power by law before they can act. They are led by the chairman and advised by the clerk. Meetings are open to the public. Time is allowed for residents to give their views and ask questions. Meetings are held mostly in the evening. A good council listens to its electors and represents their views. It also works in partnership with other authorities and various organisations to bring benefit to the parish/town. Councillors must sign a declaration of acceptance of office upon election and must agree to the Code of Conduct before they may act as a councillor. Money for projects is raised from local taxation (precept) and from grants. That money is spent wholly within the parish/town and will add value to the services provided by the principal authorities.

## Training & Support

Most councils are members of the relevant County Association of Local Councils and are affiliated to The National Association of Local Councils. County Associations provide advice and information and support for member councils. Training and workshops are also provided.

## How to become a Parish Councillor

Elections are held every 4 years and are announced in newspapers and locally usually via parish council notice boards. Casual vacancies may also occur and they are advertised locally. Councillors may be co-opted to fill a vacancy. Details of councillors and the clerk should be available on the local notice board or through a newsletter.



## Lancashire County Council Parish Champion

County Councillor Mike Otter is the current Lancashire County Council Parish Champion. His role is to provide an important link with parish and town councils and let them know about funding opportunities. He also assists the Leader of the County Council and appropriate portfolio holders by advising on ways to sustain and improve effective working relationships between the county council and parish and town councils in Lancashire.

### Case Study

**District Partnership Officers and Parish Champion** Lancashire County Council designate District Partnership Officers to be based with District councils to act as liaison officers between the tiers of local government. The officers also work through the Lancashire Association of Local Councils and their area committees.

The Parish Champion is a county councillor who liaises with parish councils and the Lancashire Association of Local Councils, working with committees and directly with Parish councils.

## Links

### Parish & Town Council Charter

[www.lancashire.gov.uk/infoforptcs/charter](http://www.lancashire.gov.uk/infoforptcs/charter)

### Precepts

[www.nalc.gov.uk/...parish...town\\_council/What\\_is\\_a\\_council.aspx](http://www.nalc.gov.uk/...parish...town_council/What_is_a_council.aspx)

### Lancashire Association of Parish & Town Councils (LALC)

[www.lalc.org.uk](http://www.lalc.org.uk)

### National Association of Local Councils (nalc)

[www.nalc.gov.uk](http://www.nalc.gov.uk)

### Training for parish & town Councils

[www.lalc.org.uk/training](http://www.lalc.org.uk/training)

### Cllr Otter email

[mike.otter@lancashire.gov.uk](mailto:mike.otter@lancashire.gov.uk)



# Policy Drivers – Empowering Communities

With the publication of the White Paper 'Strong and Prosperous Communities' – 2006 Communities and Local Government (CLG) has been setting the agenda to achieve the vision of - *'confident, vibrant, sustainable communities where everyone has a say in shaping their environment'*. This White Paper states the commitment to work towards- *"empowering citizens and communities – devolving more power locally and enabling more influence and choice, better redress and greater opportunity for communities to own and run local services"*. It set out a series of measures to make this work, bringing about effective, legitimate and local democracy with local government at the heart of local communities - *'committed to empowerment, equity and value for money – and with the flexibility and capacity to deliver the best solutions for their areas'*.

This theme continues In the White Paper 'Communities in control: real people, real power' – 2008 which came into force 1st April 2009 and states that - *'it is about helping citizens to get involved when they want to on their own terms – paving the way for a new style of active politics that not only gives people a greater say but ensures that their voices are heard and that their views will make a difference'*.

Community empowerment is about giving local people and local communities more influence and power to improve their lives. It is about creating strong, prosperous communities and delivering better public services through a rebalancing of the relationship between central government, local government and local communities

***The invitation is clear – individuals can become involved and can make that difference.***

## Links

**The Government's White Paper 'Stronger & Prosperous Communities - 2006'**

[www.communities.gov.uk/news/corporate/strongprosperous](http://www.communities.gov.uk/news/corporate/strongprosperous)

**The Government's White paper 'Communities in control – real people, real power – 2008'**

[www.communities.gov.uk/communities/communityempowerment/communitiesincontrol](http://www.communities.gov.uk/communities/communityempowerment/communitiesincontrol)

**Action with Communities in Rural England (ACRE)**

[www.acre.org.uk/](http://www.acre.org.uk/)

**Ladder of Participation**

[www.partnerships.org.uk/guide/ideas.htm](http://www.partnerships.org.uk/guide/ideas.htm)

**Practical ways to engage with your community**

[www.idea.gov.uk/idk/core/page.do?pageld=16639575](http://www.idea.gov.uk/idk/core/page.do?pageld=16639575)





# Community Engagement – what it actually means?

Action with Communities in Rural England (ACRE) is the umbrella body for the network of 38 Rural Community Councils (RCCs) helping to sustain a thriving countryside. A quote from ACRE describes community engagement:

*'Community engagement takes place when local residents participate in dialogue about the well-being of their community. It can take place within communities, with local people and community groups working together to better understand each other's needs and find solutions and opportunities to issues raised. Community engagement is also increasingly used to strengthen the links between communities and wider statutory partners, for instance local government and public service agencies.'*

Under the Local Government & Public Involvement in Health Act 2007, local government is required to involve local people in deciding local priorities which are then fed into area-wide plans. As part of this Act a new Duty to Involve became a legal requirement on 1st April 2009, and it seeks to ensure that local people have greater opportunities to have their say.

There is growing evidence, from both the UK and abroad, that involving citizens in local decision making and service provision has a number of benefits. These include:

- strengthening the democratic legitimacy of government and the civic life of the community; more efficient and effective services that better reflect the needs of users and have higher levels of customer satisfaction; safer communities and a more attractive built environment that meets people's needs; and strengthening community cohesion

The Duty means that all local authorities and other best value organisations across England will need to consider the possible information provision, consultation and involvement opportunities that are made available to people across all of their functions where they consider that it is appropriate to do so. It specifies the three ways of involving that need to be covered in this consideration:

- **providing information** about the exercise of the particular function
- **consulting** about the exercise of the particular function involving in another way
- **for example** - informing residents about relevant issues, consulting residents about plans, or involving them in the Local Strategic Partnership decision-making process.

A wider definition of community engagement would also include consultation, social and market research, and community and stakeholder engagement.

To find out more about the Duty to Involve please see the Community Development Foundations website and download their publication 'Duty to Involve: Making it Work'

<http://www.cdf.org.uk/web/guest/publication?id=20497>



# Community Engagement the benefits

There are three compelling reasons why councils need to engage with their communities;

- The Governments empowerment agenda (Councils have a duty to inform, consult and involve their stakeholders) and will be judged under the new Comprehensive Area Assessment (CAA). Councils will be judged on how well they work with partners to engage their citizens and improve the local area.
- It will help to improve the councils reputation and build trust among their residents and Will aid effective communication which is fundamental in promoting better community relations.

## Why consult the community?

Consultation is an important way of engaging your residents and building trust, however councils need to be clear at the outset why they are consulting and what residents can and can't influence. More importantly they should feedback the outcome of the consultation and why the decision was taken.

## How to engage with hard-to-reach groups

Some disadvantaged groups have a greater need for council services while also experiencing greater barriers to accessing them. Local knowledge and understanding the diversity of the community are essential, as is the understanding the way different groups like to communicate. Some people will prefer direct contact with the council, either face-to-face or over the phone. Others may prefer communicating through the web, text messaging, blogs and podcasts. Some may need very directly targeted communication because of disability, culture, language or literacy factors. Community centres and residents' organisations can be particularly effective channels for two-way communication. People in deprived or isolated areas may have particular difficulties in communicating with the council, such as:

- living on estates that do not receive the council newspaper
- lack of access to IT – the 'digital divide'
- lower literacy levels
- limited social interaction for due to family/work commitments or mobility and health reasons.

## Links

**Consultation – Hard to reach groups**

[www.idea.gov.uk/idk/core/page.do?pagelId=11061741](http://www.idea.gov.uk/idk/core/page.do?pagelId=11061741)





## Case Study

### **Partnership Working! King George V Playground, Penwortham**

The Friends of King George V Park are a group of local parents who formed with the specific purpose of raising capital funding to refurbish and enhance a disused play area for children under the age of 12. With a huge amount of resourcefulness and determination the project was brought to a successful conclusion and the area is now fenced with surfacing to allow play in all weathers. It provides the north side of Liverpool Road with a safe area where children can meet and play without crossing the busy A59.

The design was selected during consultation with local children and their families to create a modern play area suitable for children of all abilities. Seating within the area gives parents and other relatives a place to rest and socialise while their children enjoy the facilities.

The project was made possible through grants secured by the group and with the help and support of organisations including Groundwork Lancashire West, South Ribble Borough Council and Penwortham Town Council. Sources of grant funding of over £90,000 were: Biffaward, Living Spaces, Harris Charity, Awards For All, Shepherd Street Trust, Duchy of Lancaster, Local Area Network Fund and Somerfield.



# Local Public Services – who does what?

## Lancashire County Council

Lancashire County Council provides services such as education, social care, highways and transportation, trading standards, libraries and other local services. The County Council is run by elected county councillors who serve for four years at a time. In addition to setting the direction and the policy of the County Council, county councillors also represent their communities and deal with local areas of concern. Each county councillor also has a small budget to provide funding to community and voluntary sector groups. The County Council has allocated a district partnership officer in each borough/city council area to support county councillors and work more closely with key partners. Some districts in Lancashire also have locality plans with the County Council on the key projects and joint work they plan to do to improve each district.

## Borough/City Councils

Your local borough/city council provides refuse collection, cleansing, environmental health, parks, housing and other services. Your borough/city council is run by elected councillors who serve for four years at a time. In a similar way to county council, borough/city councillors represent you and are available to help deal with local issues. There are twelve district/city council in Lancashire – for your local district/city council see information pages at the back of this brochure. Some borough/city councils involve their communities through area committees or forums to help find out the views of residents and make decisions in an open, accountable and transparent way.

## Parish/Town Councils

Parish/town councils are at the grass roots of local government and serve local communities by addressing local concerns and in some cases by directly delivering services. There are over 200 parish/town councils in Lancashire with elected representatives. Not all areas currently have a parish/town council as this depends on the wishes of local people. The back cover of this brochure shows all the Parishes of Lancashire.

## Links

### Local County Councillors

[www3.lancashire.gov.uk/council/councillors/countyCouncillors.asp](http://www3.lancashire.gov.uk/council/councillors/countyCouncillors.asp)

### District partnership Officers

[www.lancashire.gov.uk/corporate/web/view.asp?siteid=3851&pageid=14137&e=e](http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=3851&pageid=14137&e=e)

### Parish & Town Councils

[www.lancashire.gov.uk/corporate/web/view.asp?siteid=4587&pageid=24503&e=e](http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=4587&pageid=24503&e=e)



## Health Services

The NHS has local decision-making structures so that all areas have comprehensive and excellent health services. Health services are organised around what is called primary care trusts (PCTs). PCTs commission doctors, dentists and other health services in your area, including referrals to local hospitals and specialist services. There are three PCTs covering Lancashire:

- NHS Central Lancashire [www.centrallancashire.nhs.uk/](http://www.centrallancashire.nhs.uk/)
- NHS North Lancashire [www.northlancshealth.nhs.uk](http://www.northlancshealth.nhs.uk)
- NHS East Lancashire [www.eastlancspct.nhs.uk](http://www.eastlancspct.nhs.uk)

These have boards of directors made up of local people and health professionals who determine the directions for their trust. PCTs are always looking for ways in which they can hear the views and involve local people in their service, through means such as question time events, patient focus groups, etc.

## Policing

Policing in Lancashire is run by Lancashire Police Authority, which is made up of local councillors, magistrates and independent members. The role of the Police Authority is to hold Lancashire Police to account and ensure they are providing an efficient and effective service. The Police Authority runs community meetings and roadshows to find out what residents think and how they can make Lancashire safer. Lancashire Police have adopted a neighbourhood policing approach with community beat managers, police community support officers and local teams. This helps the police be more responsive to the needs of communities because they engage closely with residents every day. There are also Police and Community Together (PACT) meetings between the police and local communities regularly to tackle local problems.

## How can I influence public services?

- You can contact your local county, borough/city or parish/town councillor, health service or police and asked to get involved.
- You can take part in local community groups, meetings and events.
- You can get in touch with public services to make a comment, suggestion or ask for a service.





# Working together – the key to success

Many of the issues affecting our communities aren't the sole responsibility of one organisation or groups, which makes working together really important.

## What are Local Strategic Partnerships?

Local strategic partnerships exist in each district, which is made up of representatives of the public, private, voluntary, community and faith sectors. This includes councils, the police, health service, fire service, businesses, education and skills, environmental bodies and other agencies. Parish/town councils and local community groups should be involved in their local strategic partnership. Local strategic partnerships bring together all the key local organisations to improve the quality of life for local people. These partnerships are generally co-ordinated by your district council.

## What are Sustainable Community Strategies?

To help local strategic partnerships concentrate on the key issues and needs of their area a sustainable community strategy is produced, which takes into account the view of local people and information on the key issues affecting local areas. These strategies are produced following extensive consultation and research.

Organisations and local strategic partnerships use the sustainable community strategy to allocate resources and come up with projects that help deliver the strategy. The Government have agreed with local strategic partnerships tough targets as part of local area agreements, which allocates resources on the progress made.

In addition to each district/city having its own local strategic partnership there is also a Lancashire - wide local strategic partnership that looks across the county at the big issues.

### Case Study

#### *Under partnerships and agencies working together*

A parish council wishing to tidy an overgrown verge contacted Lancashire County Council and also the owner of the adjacent field. The resulting partnership produced sufficient funds, split three ways, to employ a Lengthsman to work on the verge and also to deal with overgrown and dangerous trees in the hedge.

## What is the Local Development Framework?

The Local Development Framework should be another key document with the sustainable community strategy that outlines what land in each area can be used for from a planning perspective to meet the needs of communities in the future. The Local Development Framework allocates where housing and employment should be provided and what community facilities are needed.



## What is Comprehensive Area Assessment?

Across England, our local services – such as hospitals, schools and the police – are monitored by separate watchdogs. Comprehensive Area Assessments bring the work of these watchdogs together, so that you can see the whole picture for your area in one place

## What is the Multi-Area Agreement?

A multi-area agreement is between councils and the Government to help encourage economic development, realising that the economy is wider than traditional council boundaries. Lancashire is broken down into three Multi-Area Agreement areas covering the Fylde (Wyre, Fylde and Blackpool), Pennine (Burnley, Ribble Valley, Pendle, Rossendale and Blackburn with Darwen) and mid-Lancashire (Chorley, Lancaster, Preston, South Ribble and West Lancashire).

## How do I get involved?

- You can get involved by making contact with your local strategic partnership.
- You can give your views on the Sustainable Community Strategy and Local Development Framework.
- You can join consultation groups and other representative groups organised by your local strategic partnership.

## Links

### Local Strategic partnerships

[/www.lancashirepartnership.co.uk/content.asp?siteid=3813&pageid=17990&e=e](http://www.lancashirepartnership.co.uk/content.asp?siteid=3813&pageid=17990&e=e)

### Sustainable Communities Strategies

[www.lancashire.gov.uk/corporate/web/view.asp?siteid=4279&pageid=18742&e=e](http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=4279&pageid=18742&e=e)

### Local development Framework

[www.lancashire.gov.uk/corporate/web/view.asp?siteid=4279&pageid=18733&e=e](http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=4279&pageid=18733&e=e)

### Comprehensive Area Assessment

[www.audit-commission.gov.uk/localgov/audit/Pages/Default.aspx](http://www.audit-commission.gov.uk/localgov/audit/Pages/Default.aspx)

### Multi Area Agreements

[www.communities.gov.uk/.../multiareaagreements](http://www.communities.gov.uk/.../multiareaagreements)

### The Lancashire Local Area Agreement

[www.lancashirepartnership.co.uk](http://www.lancashirepartnership.co.uk)



## Getting things done - Projects

So far in this brochure we have explained who does what and who to contact but what rights have you got to take your project forward? In other words, what is in place to allow local communities to take the initiative? **So, are we being encouraged to take up the challenge and become involved? Example 1**

### **As an individual**

There is an open space in your village and you think it is worth while turning it into a park. How do you go about it?

**1 Identify who owns the land?**

**If you cannot find out by asking residents approach the Land Registry.**

**2 Who are the intended users** of the park and is it wanted?

Find out the statistics for your village.

**3 What would be the costs?** Find a local company who designs parks.

**4 Would *planning permission* be required?** Contact your local borough, district or unitary council's planning department. Visit their offices with outline of the scheme.

**5 Who would take *ownership* of it when it's completed?** Various ways in which this can be progressed – Parish Council; Local Community Association; Local Ward Councillor

**6 Who would carry the project forward?** Typically one of the following – Parish Council; Local Community Association; Local Ward Councillor.

**7 How would it be funded?** Section 106 monies – these are sourced through your local ward Councillor or Grant funding – sourced through local CVS or Help Direct.

### **As a Parish Councillor or a Community Group Member**

You consider there is a need for social housing in your area.

The first step is to make the proposal to **set up a working group** to carry out a feasibility study into the provision of social housing.

**1 Identify the housing need** by talking to your the strategic housing manager at your local council and consulting the local population and local residents statistics. Then talk to planning officers.

**2 Identify the land** and who owns it via the Land registry

**3 Identify *who will be able to take it forward*** (i.e. Housing Association, Community Land Trust or Registered Social Landlord (RSL)

**4 Source of Funding** (National Housing Association)

**5 Choose the option and if you decide not to use a Housing Association then you need to *produce designs* and submit them to your local planning office.**





## Case Study

### **PARTNERSHIP WORKING AND COMMUNITY COHESION Case Study - KINGSFOLD MULTI-AGENCY TASKING AND COORDINATING GROUP (MINI-MATAC)**

The Kingsfold Mini MATAC group meets monthly at the offices of the Penwortham Town Council. It comprises representatives of various organisations including the police, the town council, the Young People's Service (YPS), South Ribble Borough Council, the local housing associations and primary and secondary schools.

The group uses information from each organisation to obtain a clearer picture of community safety issues in Penwortham and particularly in the Kingsfold Ward. Members can then identify specific and direct action to address the challenges that arise, recognising that each organisation has appropriate skills to tackle the wide range of problems. This has proven to be an extremely effective "joined-up" method of tackling crime and anti-social behaviour and a robust and sustainable approach to partnership working.

Examples of the work undertaken include:

- New Progress Housing Association carries out joint tenancy visits with the police to families to address particular complaints and discuss solutions.
- "Environmental visual audits" are carried out regularly to identify areas that need to be cleaned up and to make sure the work is carried out.
- The YPS and the town council arranged a 6-week snooker tournament for young people at the Penwortham Community Centre which featured the legendary Steve Davis who opened the session and took a very active part.

The group believes it is important to keep local people informed of what is happening in the area and has invited them to make comments and suggestions regarding ways to improve community safety and cohesion in Penwortham.

## Links

**Land Ownership** [www.land-reg.co.uk/](http://www.land-reg.co.uk/)

**What would be the costs?** - search under parks and gardens designers in Lancashire  
[www.yell.com](http://www.yell.com)

**Who are the intended users of the park and is it wanted?**  
[www.saferlancashire.co.uk/statistics/index.asp](http://www.saferlancashire.co.uk/statistics/index.asp)

**Would planning permission be required?**  
[www3.lancashire.gov.uk/corporate/atoz/a\\_to\\_z/service.asp?u\\_id=2403&tab=1](http://www3.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?u_id=2403&tab=1)

**Who would take ownership of it when it's completed?**  
[www.communitymatters.org.uk/membership/member-websites](http://www.communitymatters.org.uk/membership/member-websites)

**Who would carry the project forward?**  
[www.communitylandtrust.org.uk/index.php?option=com\\_content&task=view&id=4&Itemid=75](http://www.communitylandtrust.org.uk/index.php?option=com_content&task=view&id=4&Itemid=75)

**How would it be funded?**  
[www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)  
[www.wlcv.org](http://www.wlcv.org), [www.bprcvs.co.uk](http://www.bprcvs.co.uk)  
[www.lancspartners.org/helpdirect](http://www.lancspartners.org/helpdirect)



# The need for Knowledge – Economic, Social and Environmental

Before you can begin to make a difference or embark on a project you may need some background information on your community. The Lancashire Profile contains a vast amount of information about Lancashire and its people.

*"Providing a comprehensive and responsive information and intelligence service to the county council, local and strategic partnerships, Lancashire residents, industry and commerce, and others who have a general interest in the social and economic wellbeing of Lancashire"*

Area Profiles give an overview of each district in Lancashire followed by district profiles on a whole host of topics from earnings to children & young people to housing and households. Small Areas give information on a smaller footprint such as wards, middle-layer super output areas (MSOAs) and lower-layer super output areas (MSOAs and LSOAs). You can enter by entering a ward or postcode, MSOA or LSOA and you will be presented with a map and a host of data sets relevant to your selection.

## Links

**Identify the housing need** [www.housing.org.uk/](http://www.housing.org.uk/)

### **Lancashire Profile**

[www.lancashire.gov.uk/office\\_of\\_the\\_chief\\_executive/lancashireprofile/](http://www.lancashire.gov.uk/office_of_the_chief_executive/lancashireprofile/)

### **Lancashire Profile – areas**

[www.lancashire.gov.uk/office\\_of\\_the\\_chief\\_executive/lancashireprofile/areas/index.asp](http://www.lancashire.gov.uk/office_of_the_chief_executive/lancashireprofile/areas/index.asp)

### **Lancashire Profile small areas**

[www.lancashire.gov.uk/office\\_of\\_the\\_chief\\_executive/lancashireprofile/areas/smallareas.asp?ar=pe](http://www.lancashire.gov.uk/office_of_the_chief_executive/lancashireprofile/areas/smallareas.asp?ar=pe)

### **Beginners guide to geography**

[www.statistics.gov.uk/geography/beginners\\_guide.asp](http://www.statistics.gov.uk/geography/beginners_guide.asp)



The following provides a list of common terms, abbreviations/acronyms, organisations, and policies and links to them, mentioned in the Parish & Town Council Publication

#### **Community Engagement – Good Beginnings: Securing Effective Engagement for Town and Parish Councils**

[www.ruralcommunities.gov.uk/publications/crc90goodbeginningsssecuringeffectiveengagementfortownandparishcouncilsexecsummary](http://www.ruralcommunities.gov.uk/publications/crc90goodbeginningsssecuringeffectiveengagementfortownandparishcouncilsexecsummary)

Case studies and technical guidance for parish and town councils to utilise to help them engage effectively with the new unitary authorities.

#### **Community Engagement – Practical ways to engage with your community**

[www.idea.gov.uk/idk/core/page.do?pagelD=16639575](http://www.idea.gov.uk/idk/core/page.do?pagelD=16639575)

I&DeA - Methods and tools to help make engagement easier.

#### **Community Engagement – hard to reach techniques**

[www.idea.gov.uk/idk/core/page.do?pagelD=110617411&DeA](http://www.idea.gov.uk/idk/core/page.do?pagelD=110617411&DeA) - ways of reaching the hard to reach

#### **Community empowerment**

[www.idea.gov.uk/idk/core/page.do?pagelD=16639575](http://www.idea.gov.uk/idk/core/page.do?pagelD=16639575)

Is about motivated people actively engaged in making a difference to the places they know best. Residents need to know how they can get involved, and councils need to know how to help them do so. These methods and tools should help make engagement easier.

#### **Community Groups and Involvement**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=348&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=348&e=1)

For information about groups within your area which you may want to get involved with or seek support from. You will also find information the range of services that are specifically targeted at certain groups in your community that you could get involved with, for example travellers, ethnic minorities and religious groups etc.

#### **Community Futures**

[www.communityfutures.org.uk/](http://www.communityfutures.org.uk/)

Rural Community Council, Lancashire The role of Community Futures is to develop and support balanced and sustainable communities in the sub region with our colleagues in the voluntary sector and in partnership with public and private organisations.

#### **Community Led Planning**

[www.acre.org.uk/communityengagement\\_parishplans\\_toolkit.html](http://www.acre.org.uk/communityengagement_parishplans_toolkit.html)

A step by step structured process taken on by local community activists, to create a vision for a community and an action plan to achieve it.

#### **Community - Getting the Right Help and Support**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=360&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=360&e=1)

For information about services which provide a range of help and support for people who need helping hand. This includes services which provide assisted meals & shopping services, carers support, advocacy services and support for people with disabilities.

#### **Community - Health and Fitness**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=286&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=286&e=1)

For information on stopping smoking, advice on improving your diet, keeping involved in physical activity. You will also find information on things like expert patient programmes or long term illness support services and groups e.g. Stroke Association

#### **Community - Home and Garden**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=300&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=300&e=1)

For information about home safety and security, having a warm enough home, cleaning, washing and ironing services as well as handyperson and gardening schemes. You will also find information on sheltered accommodation and residential care homes in your area, as well as information regarding homelessness and housing support services.

#### **Community - Learning and Leisure**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=311&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=311&e=1)

For information on opportunities you can take in relation learning and leisure time including hobbies, arts, culture, music and pets. You will also find information on library services, computers and IT, clubs and groups, places to visit, and learning opportunities such as colleges and courses.

#### **Community - Managing Finances and Legal Advice**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=323&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=323&e=1)

For information about services that can offer you welfare benefits checks, financial advice and where appropriate pension's advice. You will also find information about services which offer support to manage debt and legal support or advice.

#### **Mobility and Transport**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=339&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=339&e=1)

For information regarding personal transport such walking aids and scooters & wheelchairs. You will also find information on volunteer transport schemes, dial-a-ride services, blue badge schemes and hospital/medical transport.

#### **Comprehensive Area Assessment -Rural Proofing through CAA**

[www.ruralcommunities.gov.uk/publications/briefingnotetocomprehensiveareaassessmentleadscaals](http://www.ruralcommunities.gov.uk/publications/briefingnotetocomprehensiveareaassessmentleadscaals)

Briefing note to Comprehensive Area Assessment Leads highlighting key rural issues.

#### **Councillors – find your local county councillor**

[www3.lancashire.gov.uk/council/councillors/countyCouncillors.asp](http://www3.lancashire.gov.uk/council/councillors/countyCouncillors.asp)

County Councillors are elected every four years and are democratically accountable to residents in their electoral division. Their overriding duty is to the whole community of Lancashire, but they have a special duty to their constituents, including those who did not vote for them.

#### **Department for Communities and Local Government (CLG) [www.communities.gov.uk/corporate/](http://www.communities.gov.uk/corporate/)**

Aims to foster prosperous and cohesive communities, offering a safe, healthy and sustainable environment for all. Information about activities and policies.

#### **Economic Wellbeing**

[www.ruralcommunities.gov.uk/publications/crc110economicwellbeingguidanceforlocalauthorities](http://www.ruralcommunities.gov.uk/publications/crc110economicwellbeingguidanceforlocalauthorities)

Guidance for local authorities on using the power of economic wellbeing.



**Employment, Volunteering and Training**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=333&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=333&e=1)

For information about services that are designed to help you find a job, start up a new business or improve your CV. You will also find information about organisations offering training courses and volunteering opportunities in your area.

Help Direct [www.lancspartners.org/helpdirect/](http://www.lancspartners.org/helpdirect/)

Help Direct is for adults in Lancashire and offers practical support, guidance and information you need to get the most out of life.

**Local Transport Plan (LTP) - Joint Lancashire Local Transport Plan 2011-2021**

[www.lancashire.gov.uk/corporate/web/?siteid=5489&pageid=29612](http://www.lancashire.gov.uk/corporate/web/?siteid=5489&pageid=29612)

The Local Transport Plan is a statutory document that outlines how we will maintain and improve transport throughout the region.

**North West Development Agency (NWDA)**

[www.nwda.co.uk/](http://www.nwda.co.uk/)

The Northwest Regional Development Agency (NWDA) stimulates economic growth and regeneration in England's Northwest.

**Parish & Town Councils - Clustering**

[www.ruralcommunities.gov.uk/files/CRC99%20Clustering%20Guidance%20A4%204COL%20TAGGED.pdf](http://www.ruralcommunities.gov.uk/files/CRC99%20Clustering%20Guidance%20A4%204COL%20TAGGED.pdf)

How to develop clustering arrangements as a means of securing effective engagement with principal authorities.

**Participatory Budgeting**

[www.ruralcommunities.gov.uk/publications/theexperienceofparticipatorybudgetinginruralengland](http://www.ruralcommunities.gov.uk/publications/theexperienceofparticipatorybudgetinginruralengland)

Pilot project to promote and test Participatory Budgeting in rural areas

**Participation Enquiry**

[www.ruralcommunities.gov.uk/publications/theexperienceofparticipatorybudgetinginruralengland](http://www.ruralcommunities.gov.uk/publications/theexperienceofparticipatorybudgetinginruralengland)

National inquiry into the role of rural councillors, exploring the opportunities and challenges for rural councillors in bringing decision-making closer to their communities

**Police - Feeling Safe in Your Home and Community**

[www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=370&e=1](http://www3.lancashire.gov.uk/acs/findextorg/wellbeingdir/subCat.asp?catID=370&e=1)

For information about services that can provide advice and support on crime prevention, harassment and abuse, and discrimination. You will also find information about neighbourhood watch schemes and support groups.

**Section 106 agreements**

[www.lancashire.gov.uk/environment/ruralpathfinder/manifesto/glossary.asp#s106#s106](http://www.lancashire.gov.uk/environment/ruralpathfinder/manifesto/glossary.asp#s106#s106)

Section 106 of the Town and Country Planning Act 1990 allows a local planning authority (LPA) to enter into a legally-binding agreement or planning obligation, with a land developer over a related issue. The obligation is sometimes termed as a 'Section 106 agreement'.

**Service delegation**

[www.ruralcommunities.gov.uk/publications/crc98service delegationstoparishandtowncouncilsguidancenote](http://www.ruralcommunities.gov.uk/publications/crc98service delegationstoparishandtowncouncilsguidancenote)

Help for parish and town councils in realising service delegation opportunities.

**Sustainable Community Strategies**

[www.lancashire.gov.uk/corporate/web/view.asp?siteid=4279&pageid=18742&e=e](http://www.lancashire.gov.uk/corporate/web/view.asp?siteid=4279&pageid=18742&e=e)

Sustainable community strategy takes into account the view of local people and information on the key issues affecting local areas. These strategies are produced following extensive consultation and research. Community Strategies are prepared by Local Strategic Partnerships.

**Sustainable Communities Act**

[www.communities.gov.uk/publications/localgovernment/sustainablecommunitiesact](http://www.communities.gov.uk/publications/localgovernment/sustainablecommunitiesact)

The aim of the Act is to promote the sustainability of local communities

**Sustainable Community Strategies – Ambition Lancashire**

[www.lancashirepartnership.co.uk/content.asp?siteid=3813&pageid=13316&e=e](http://www.lancashirepartnership.co.uk/content.asp?siteid=3813&pageid=13316&e=e)

In addition to each district/city having its own local strategic partnership there is also a Lancashire-wide local strategic partnership that looks across the county at the big issues – Ambition Lancashire

**Sustainable Communities Act - commentary**

[www.ruralcommunities.gov.uk/publications/commentaryonproposalsbyrurallasunderprovisionsofsustainablecommunitiesact2007](http://www.ruralcommunities.gov.uk/publications/commentaryonproposalsbyrurallasunderprovisionsofsustainablecommunitiesact2007) Commentary on the proposals put forward by rural local authorities.

**Gross Value Added (GVA)**

[www.statistics.gov.uk/CCI/nugget.asp?ID=254&Pos=5&ColRank=1&Rank=224](http://www.statistics.gov.uk/CCI/nugget.asp?ID=254&Pos=5&ColRank=1&Rank=224)

Gross Value Added is an important measure in the estimation of GDP. It measures the contribution to the economy of each individual producer, industry or sector in the United Kingdom. GVA is used in the estimation of Gross Domestic Product (GDP).

**Regional Development Agency (RDA)**

[www.nwda.co.uk/](http://www.nwda.co.uk/)

The Northwest Regional Development Agency (NWDA) leads the economic development and regeneration of England's Northwest.

# Further information and key contacts



Burnley Borough Council

[\*\*www.burnley.gov.uk\*\*](http://www.burnley.gov.uk)

Chorley Borough Council

[\*\*www.chorley.gov.uk\*\*](http://www.chorley.gov.uk)

Fylde Borough Council

[\*\*www.fylde.gov.uk\*\*](http://www.fylde.gov.uk)

Hyndburn Borough Council

[\*\*www.hyndburnbc.gov.uk\*\*](http://www.hyndburnbc.gov.uk)

Lancaster City Council

[\*\*www.lancaster.gov.uk\*\*](http://www.lancaster.gov.uk)

Pendle Borough Council

[\*\*www.pendle.gov.uk\*\*](http://www.pendle.gov.uk)

Preston City Council

[\*\*www.preston.gov.uk\*\*](http://www.preston.gov.uk)

Ribble Valley Borough Council

[\*\*www.ribblevalley.gov.uk\*\*](http://www.ribblevalley.gov.uk)

Rossendale Borough Council

[\*\*www.rossendale.gov.uk\*\*](http://www.rossendale.gov.uk)

South Ribble Borough Council

[\*\*www.southribble.gov.uk\*\*](http://www.southribble.gov.uk)

West Lancashire Borough Council

[\*\*www.westlancsdc.gov.uk\*\*](http://www.westlancsdc.gov.uk)

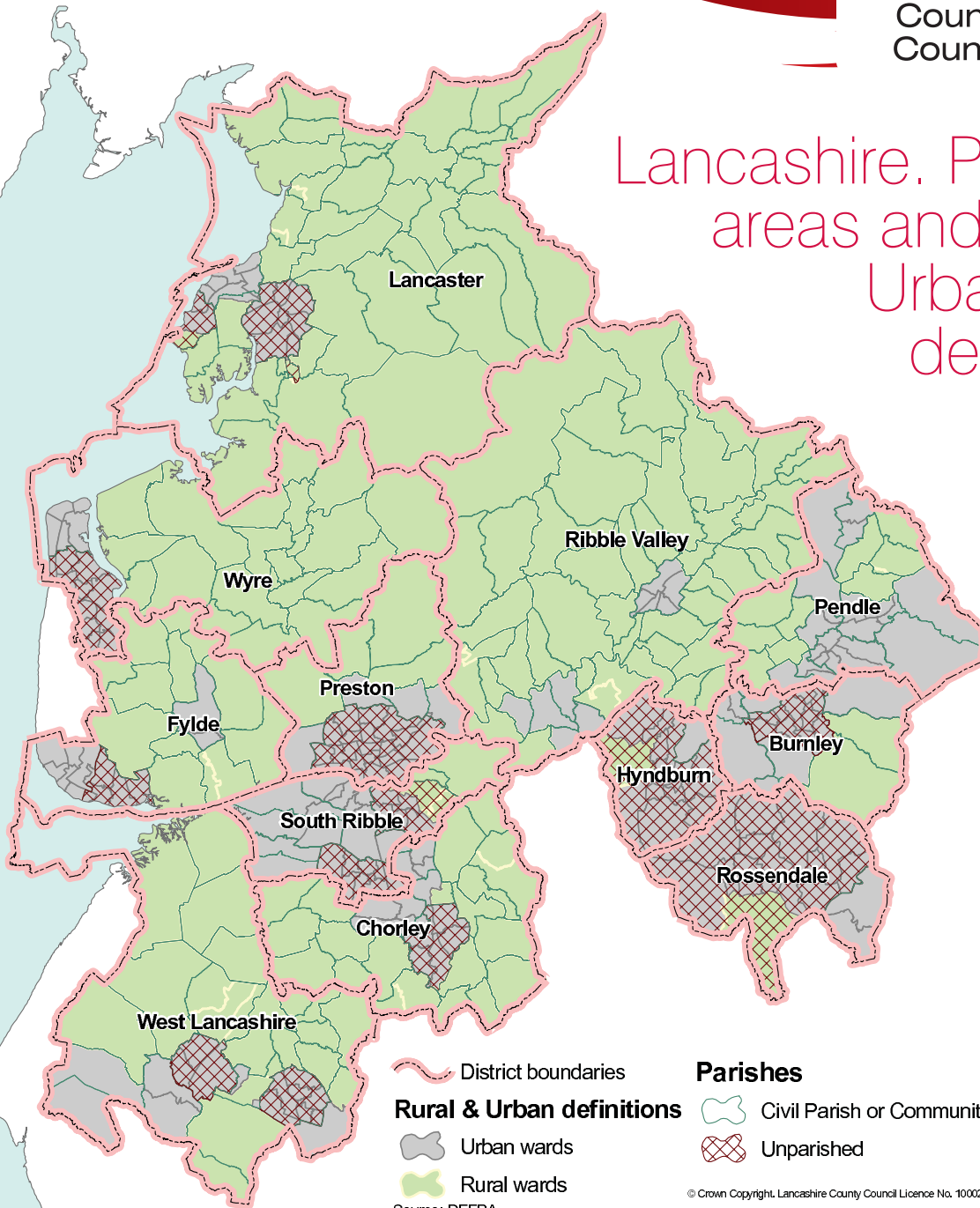
Wyre Borough Council

[\*\*www.wyrebc.gov.uk\*\*](http://www.wyrebc.gov.uk)





## Lancashire. Parished areas and Rural - Urban ward definitions



‘Places where people want to live – and that are sustainable – do not happen by chance. They are the product of visionary thinking and commitment by highly skilled civic and national leaders, developers and professionals, with the full engagement and support of local partners and communities’.

Commission for Rural Communities