

Issue	Action	Timescale	Responsibility
Consultation	<ul style="list-style-type: none"> <li>• Develop database of potential voluntary organisations and groups within Horley</li> <li>• Develop an area on <a href="http://www.horleysurrey-tc.gov.uk">www.horleysurrey-tc.gov.uk</a> website to enable ongoing consultation with the community on specific projects e.g. Second Runway</li> <li>• Set up focus groups for various responsibilities such as new allotments, skatepark etc</li> <li>• Send monthly eNewsletter to update local residents and businesses to build up the user database</li> <li>• Participate in local events e.g. St George's Day, Remembrance Day Parade &amp; Service, Councillors' Christmas Hospitality, Carol Service and Horley Carnival</li> <li>• Organise local events: Horley in Spring, Horley in Bloom, Awards Evening, Photographic Competition, Town Awards Scheme.</li> <li>• Encourage local community to apply for grants from the Cyril Edmonds Fund for worthy projects</li> </ul>	<p>Started January 2014 and ongoing</p> <p>Completed Aug 14 Social media inc</p> <p>Facebook started 2013</p> <p>Started Nov 2014 and sent out monthly</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Town Clerk
Town Vision Statement	<ul style="list-style-type: none"> <li>• Consult on what the Town would like included in its Vision Statement in partnership with the Town Management Group</li> <li>• Hold meetings with various groups and organisations to promote the development of footfall in the town</li> </ul>	<p>Started January 2013 and completed in October 2015. Included in Town Plan 2016/19.</p>	Town Clerk

Emergency Plan	<ul style="list-style-type: none"><li>• Contribute to the updating of an Emergency Plan in liaison with Reigate &amp; Banstead Borough Council</li></ul>	Submitted to RBBC & SCC and updated regularly	Town Clerk
Young People	<ul style="list-style-type: none"><li>• Consult with schools on the continuing need to promote the Youth Council</li><li>• Continue to liaise with the Horley Young Peoples' Centre on new skatepark and other projects</li></ul>	Ongoing	Deputy Clerk
Play Strategy	<ul style="list-style-type: none"><li>• Consult schools, parents etc on draft play strategy</li></ul>	Ongoing	Deputy Clerk

<b>Good Practice Checklist</b>	<b>Action</b>	<b>Timescale</b>	<b>Responsibility</b>
Defining the Purpose	Identify the aims and objectives of engaging with the community.	Achieved	Town Clerk
Communications Strategy	Identify all ways in which the Town Council will be able to engage effectively	Ongoing	Communications Sub-Committee
Engagement Process	Identify, develop and implement the most appropriate mechanisms	Ongoing	Deputy Clerk
Monitoring: Evaluation and Feedback	Develop a monitoring process that enables the Council to feed back to the community and assesses whether initial targets, geographical spread, timescales etc are appropriate, achievable and realistic	Ongoing	Deputy Clerk

Dated: 5 April 2016

Next review date: April 2017