MINUTES OF THE STRATEGIC POLICY AND RESOURCES PANEL held on Tuesday 26 May 2020 at 4pm via Microsoft Teams Video Conferencing

Councillors Present:
Cllrs Stephen Hand (C), John Lowman, Allan Brown, Tony Lank, Claire Majsai, Malcolm Llewellyn, Martin Machan & Bob Sampson. Also in attendance: Sarah Groom, Clerk to the Council

1. Apologies for Absence and Declarations of Interest: Apologies for absence were received from Cllr Machan. Cllr Hand, Lank and Lowman declared a personal interest in item 4, as they are members of Hurstpierpoint Bowling Club.

2. Minutes of the Previous Meeting of the Strategic Policy & Resources Panel: The minutes of the meeting of 18 May were amended under point 4, paragraph 5, to read "replacement wooden spoon". The minutes of the meeting, as amended were then agreed as a true record of the meeting. The minutes will be signed by the Chairman at the next available opportunity.

Cllr Hand asked for any matters arising from the previous meeting. The actions had all been completed:

i) The public toilet cleaning company had confirmed their current regimes. Following a discussion it was agreed that the decision to re-open them would depend on demand and when the Schools, Pre-Schools and play areas are re-opened. An increased cleaning regime was proposed but this may be cost prohibitive and would be dependent on a cost benefit analysis.
ii) The Clerk had written to the Hurst Society regarding Ladies Walk.
iii) The Annual Report had been completed and was on the website.
iv) The Clerk was passing the shared 'speed indicator devise' onto Bolney Parish Council and will ask that we have it back at the earliest opportunity for Wickham Hill. Cllr Sampson will provide the contact details of the community speed watch organiser for Sayers Common.
v) The dangerous wall in West Furlong Lane had been reported to WSCC Rights of Way team and the MSDC dangerous structures team, who will be re-inspecting it.
vi) The Clerk is still seeking evidence of the Parish Council's name change in 2001. Cllr Llewellyn suggested the Land Registry may be able to confirm that the name change is not actually relevant, as they have referred to our old and new name in the title deeds for South Avenue and South Lane.

3. Matters for Consideration: The following matters were discussed:

(3.1) Response to Coronavirus:

The Hurstpierpoint Pre-School is preparing to re-open on 1 June 2020. O'Sullivan Cleaning Services is booked to undertake a deep clean of the Village Centre Club Suite on 28 May in readiness. Cllr Majsai has asked for the Pre-School's risk assessment and raised concerns about legionnaires disease.

(3.2) Love Where You Live Campaign:

Cllr Majsai asked if the Panel wanted the Community Engagement Committee to take forward the "Love Where You Live" campaign and suggested a "Think Before You Drive" campaign. Cllr Hand liked the "Keep Britain Tidy" litter campaign. Cllr Majsai will price up the posters for further agreement at the next Community Engagement Committee meeting. Cllr Llewellyn raised the issue of the under-sized bins in the parish e.g. outside Truffles in Hurstpierpoint High Street and at Chantry Stables. The Clerk will ask Nationwide (Hassocks branch) to empty their overflowing ATM bin in Hurstpierpoint.

ACTION: Cllr Majsai to discuss the Love Where You Live Campaign at the next Community Engagement Committee. The Clerk will contact Nationwide in Hassocks and ask them to empty their Hurstpierpoint ATM bin.

(3.3) Council Income and Expenditure

The Finance and Governance Committee met on Thursday 21 May at 7.30pm to discuss the outcome of the internal audit and the 2019/2020 final figures. These are being recommended to Council on 28 May 2020.

Kiddie Capers at Court Bushes have said they do not yet have the demand to re-open. Cllr Llewellyn said they have also requested consideration of a 100% grant to cover their lease rental costs for the period April to June. We did agree a coronavirus cancellation policy for guidance on this matter but we also need further information from them including whether they have taken advantage of the business loans and whether the furlough scheme has paid the majority of their staff costs. We also need a business plan to show how they will re-build the business going forward.

ACTION: The Clerk will request further information from Kiddie Capers to support their request.

Cllr Hand reported that Cllr Lowman had been contacted by Michel Olszewski, Chair of the Hurst Festival regarding their options for the Festival this year and next, in relation to our grant. Cllr Hand suggested 2 or 3 councillors sat down with the charity to plan a way forward, in a spirit of partnership. Cllr Majsai has a grant application from the charity for 2020 and it is on the agenda of the next Community Engagement Committee on 11 June. The charity may also want to consider appealing for support from the community. Cllr Hand, Lowman and Lank expressed an interest in working with the charity. Cllr Sampson is the Council's representative on the charity board.

ACTION: Cllr Majsai will ask the Community Engagement Committee to consider establishing a small informal group of councillors to meet with the Hurst Festival Trustees to plan a way forward.

(3.4) Estates and Facilities Management Update:

Cllr Brown gave an update on the activity at Hurst Meadows. The new paths are complete. The broad leaf docks in 15 Acre Field are being strimmed and picked up on 3 June. An ecology report for the Marchants Close farm track boardwalk study, has been commissioned. The culvert risk assessment has been completed and will be sent to John Houlton for his consideration. The new dog poo and littler bins must be added to the Sussex Waste collection contract.

ACTION: Clerk to add new bins at Hurst Meadows to Sussex Waste Services contract.

Various works are being undertaken at Court Bushes. The CCTV recording is now stored in the cloud using a software called Videoloft. The intruder alarm and fire alarm have been serviced. The two are being connected so that the fire alarm can also be remotely monitored by the same company. New LED lights are being installed in the function room and controls are being fitted for the two immersion heaters and the bulkhead lights outside. The mosaic repairs are due to be completed this week. A levels survey site visit is taking place on 28 May to look to extend the tarmac surface.

The charity shop will be contacted to ensure all is well inside the Chantry Stables. The improvements to the Village Garden planting commence on 27 May.

ACTION: Clerk to contact Hurstpierpoint Charity Shop.

(3.5) Council and Committee Meetings:

Cllr Hand confirmed the 28 May 2020 Annual Council meeting will be held using MS Teams at 7.30pm. Members have been asked to remain on the same groups, unless by exception, they wish to change. There may also be minor changes required in respect of the new Chairman and Vice-Chairman to be elected.

Cllr Lank thought the Planning & Environment agenda for 4 June 2020 will be managed in the same way as before as he was not aware of any major applications.

Cllr Majsai has prepared a draft agenda for the Community Engagement Committee on 11 June.

Membership of the Strategic Policy & Resources Panel was discussed, as it is based on its membership being the Chairs of all Committees. Cllr Hand suggested it be chaired by the new Chairman of the Council but remain the same until the current national emergency is lifted.

4. Matters for information or inclusion on next agenda:

Hurstpierpoint Bowling Club had contacted the Parish Council to request that the nine parking permits, issued by the Club for limited spaces on South Avenue, are not required to be displayed at the current time. The Club has completed a risk assessment following strict Bowls England guidelines, to allow them to reopen and they were concerned that the handling of the permits and signing for them in the club house, was an extra hazard that could be temporarily removed. Based on the wish to avoid parking congestion in the road and to ensure equity with the Tennis Club, it was agreed that the permits will still need to be displayed.

5. Date of Next Meeting

The next meeting will be held at 4pm on Monday 1 June 2020 via Microsoft Team Video Conferencing, to be chaired by the new Chairman of the Council.