Minutes of the Community Engagement Committee meeting held on Thursday 11th June 2020 at 7.30pm via Microsoft Teams Video Conferencing.

Members Present:
Cllr Claire Majsai (Chair)
Cllr Bob Sampson (Vice Chair)
Cllr Duncan Ranger
Cllr Seth Jee
Cllr Tony Lank
Cllr Allan Brown
Cllr Stephen Hand
Helen Olsen Bedford

Also Present:
Lorna Cooksey (Assistant Clerk)

CE20/21.001. **Apologies for absence and declarations of interest**: The Committee received the following apologies for absence prior to the meeting which were accepted: Peter Griffiths, David Evans and Michael Avery. Declarations of interest were given from Seth Jee for the Sayers Common Society and Bob Sampson for the Hurst Festival.

CE20/21.002. **Minutes of the Community Affairs Committee Meeting held on 6th February 2020**: The Committee received and accepted the minutes which will be signed by the Chair at a later date in the Parish Office.

CE20/21.003. **Matters arising from Community Affairs Meeting held on 6th February 2020**: There were no other matters which were not covered elsewhere on the agenda.

CE20/21.004. **Adjournment for questions from the public**: The Committee was not required to consider whether to adjourn the Meeting in accordance with clause 1(d) of Standing Orders.

CE20/21.005. Parish Council Grant Applications: The Committee noted that a decision was made by the Strategic Policy Group to defer all decisions on grant requests. The financial situation of the Parish Council will be reviewed over the next few months and the subsequent effects that COVID-19 has had on the community. The list of grants will be presented again in the August Community Engagement meeting and either deferred or considered depending on the financial situation of the Parish Council. A Councillor asked if smaller grants decisions could be made by the Chair and Vice Chair outside of the Community Engagement meeting. It was confirmed that if requested to the Full Council and agreed this was possible, however the full committee felt that everyone should have an input on grants and who they are awarded to. It was commented that some of the smaller grants have the most impact so are just as important. The Chair discussed prioritising the local groups and charities first when the committee can award grants again and this was backed by all Councillors.

CE20/21.005.01 Small Grants:

Grants gifted in 2019/2020

Organisation	Grant Request for:	Grant Approved	Date
Know Dementia	Support with running the café	£500	30.5.19
Cancervive	Running costs of the office	£600	5.9.19
Older Peoples Tea Party	Annual Christmas party for the elderly	£180	14.11.19
Hurstpierpoint Players	Towards the costs of Hurstpierpoint Player Theatre, mainly new carpets	£500	14.11.19
Sayers Common Village Society	Fourth and final phase of tree planting along London Road	£1000	14.11.19
St Catherine's Hospice	Supporting the community team who care for local residents facing the end of life, within the comfort	£500	6.2.20

	and familiar surroundings of their own home.		
Sussex Clubs for Young People	To help cover some of the costs for running the Sussex Clubs for Young People youth club.	£500	6.2.2020
Knit 'n' Natter	To help the group continue running.	£220	6.2.2020

Grant applications that have been received and deferred for 2020/21**:**

Organisation	Amount Requested	Grant Request for:	Grant approved
Know Dementia	£500	To cover the costs of part support for the Memory Moment Café for the year April 2020-March 2021	
West Sussex Mediation Services	£150	To support the provision of free mediation services to the residents in your parish who are experiencing conflicts in their lives.	
Victim Support	£150	Support for victims and volunteers' expenses	
Older Peoples Tea Parties	£300	Outings to garden centres, Christmas party and some tea expenses	
St Peter & St James Hospice	£400	Patient transport services delivered by our 40 volunteer drivers. A free door to door service for patients attending wellbeing services.	
Air Ambulance Kent Surrey Sussex	£250	To help reach the £14 million required to continue providing our vital pre-hospital care to patients across Kent, Surrey and Sussex.	
Albourne, Sayers Common & Twineham Parochial Church Council	£700	To assist with the maintenance of fabric and the grounds of Christchurch, Sayers Common; and to assist with disability access.	
Hurstpierpoint Cricket Club	£500	To aid the overall refurb & redecoration of the communal space & social area within the pavilion including new flooring.	

CE20/21.005.02 Health & Wellbeing Grants: The committee noted that the new Health and Wellbeing budget for the financial year 2020/21 is now on hold. The Chair asked for feedback of any projects or local needs that had been identified by the Councillors, that this budget could be potentially used for. The Councillors agreed to feed any information back to the Chair for consideration. It was noted by Cllr Hand that the Parish Council does have resources to help and although grants have been deferred if a group/organisation needed help straight away due to COVID-19 this would be considered and presented to the Finance and Governance committee. The Chair also suggested contacting agencies who have previously expressed an interest in holding clinics in our buildings to see if they are still interested as they may be looking to avoid hospitals. A Councillor asked if the Hurst COVID group needed anymore assistance and the Chair asked the Assistant Clerk to contact the organisers to offer our assistance through advertisings, more leaflets or potentially helping purchase PPE.

CE20/21.006. Community initiatives and projects:

CE20/21.006.01 Hurst Festival Grant application – The Chair briefed the committee on the Hurst Festival grant and explained that there were two aspects that needed to be considered. One, that all grants have now been deferred and two, the festival was changing to a virtual event which meant that the grant application for the Super Sunday weekend no longer stood. Cllr Sampson explained that rather than stopping the festival completely this year they wanted to keep the spirit alive and allow people to enjoy acts from the comforts of their own homes with a small donation. The festival has still incurred costs for this year and for the event to happen in 2021 the organisers need to establish funds and support. The Committee commented that as the Parish Council we must understand how to help re-build the event and support Hurst Festival committee in the next two years. It was agreed that Cllr Hand, Cllr Majsai and Helen Olsen Bedford would form a small informal group who would meet with the Hurst Festival trustees to discuss the festival and potential funding. The Chair noted that a new grant application would be needed before any grant could be considered.

RECOMMENDATION: The Community Engagement Committee established an informal group of Councillors to meet with the Hurst Festival Trustees.

CE20/21.006.02 Newsletter Costings – The Assistant Clerk briefed the committee on the costings for using a new national distribution company and the issues of paying upfront for a service we could not be sure would be delivered. Information was also presented on working with Hurst Life and putting a newsletter within the book rather than a separate leaflet. A councillor commented that a separate leaflet will always be best and more likely to be read. The Assistant Clerk explained that she had contacted our current distribution company and explained the situation of needing to reduce costs. This company agreed a lower price which meant we would now be on budget for 20/21. The Assistant Clerk also told the committee about the distribution company coming to collect our first COVID leaflets so they could be delivered alongside our Winter newsletter free of charge. It was also noted that Lemonade Print had been brilliant during COVID and not only printing the leaflets extremely quickly but also delivering to the Chair's house directly. It was agreed by the Committee to stay with our current distribution company and printers for all newsletters and leaflets.

Ref: Briefing Note: Newsletter Cost 18.2.2020

RECOMMENDATION: The committee AGREED to the new reduced price from Hove Leaflet Distribution.

CE20/21.006.03 Community Engagement Budget Update – The Committee noted that a document had been taken to full council to help understand the financial risks to the finances of the Parish Council due to COVID-19. The Chair briefed the committee on the findings and the identification of the discretionary fund and where this fell in the Community Engagement budget. As discussed in CE20/21.005 the grant budget has now been put on hold and will potentially need to be used if there is a shortfall in finances. This will be reviewed by the Finance and Governance committee and any changes will be bought to the next meeting.

CE20/21.006.04 Project Review – The Chair updated the committee on the Safe Place and Defib training and explained that the Assistant Clerk would re-arrange these projects once it is safe to do so. It was asked by a Councillor if the De-fib was now up at Court Bushes and the Assistant Clerk confirmed it was.

The Committee discussed the Heritage Trail and reasons why this again has been put on hold. The Councillors felt it would have been a brilliant time to have something like this in the village as everyone is currently walking and exploring where we live. A Councillor suggested posting the Ian Nelson walk on the Parish Council Facebook page and website if the YouTube video could be found. The Chair commented that she knew someone involved and should be able to find the link and send to the Assistant Clerk.

The committee noted that work on the Village Garden had been able to progress and the new planters were installed on Wednesday 27th May.

CE20/21.006.05 Impact of COVID-19 – The Chair asked the committee for their opinions on the current effects of COVID-19 on the community. A Councillor commented that people are communicating more, and streets have come together as a community to help and support each other. The community spirit has changed, and this was especially shown with street parties on VE day. A Councillor suggested using this spirit to help with the Hurst Festival and consideration of a street party weekend instead of the Super Sunday event. The Chair updated the committee on the food bank and its re-location to the Village Centre. The Co-Op is now taking donations for the food bank which is positive. A limited number of households seem to be accessing the food bank currently and the Chair felt there was probably much greater need. Concerns were raised about the High Street and whether when shops open, there will be enough custom for them to survive. A Councillor felt very strongly that we must ensure that we are not left with empty shops and raised the question of how we can support them. It was agreed that the Chair would draft an

email/letter to the traders offering the Parish Council help through publicity (not financially) and this would be sent to Matt Rosin as the contact. A Councillor briefed the committee on a meeting that was attended virtually by the Clerk regarding issues on the street and roads when shops open. Three councillors and the Clerk reviewed Hurstpierpoint High Street and potential issues and danger zones. A report has now been sent with suggestions of changes to Mid Sussex. The suggestions included closing the layby in front of Lloyds which will widen the road and create space for queuing for the chemist and Gibson's. The area between the Post Office and the New Inn would then be changed to disabled parking and loading bays with no residential parking. The area behind the funeral directors could then be used for additional residential parking. The main point of these changes was to ensure that cars, buses etc would not be using the pavement opposite to squeeze though thus putting pedestrians at risk and to reduce the risk to queuing shoppers.

CE20/21.006.06 Reeds Lane Play Area Update – The Chair explained that the Clerk had produced the briefing note due to the project being put on hold. The Chair explained that the main reason for this was due to the discovery of a large amount of Section 106 money that could be used to change the perimeters of the project. The section 106 money is now unlikely to be received in August due to the development being stopped due to COVID-19. Cllr Sampson confirmed that the contractors are back working on the site but was unsure how quickly first occupancy will take place. Cllr Jee commented that a Sayers Common Village Society member had met a Linden Homes Manager on site and been told it would be unlikely that there would be a return to the site this year because the work force was being diverted to further advanced sites. The Chair for Estates & Facilities commented that he had concerns about receiving any funds this year and that the developers may need to re-negotiate the S106 money which may result in a smaller amount. Cllr Jee confirmed he had met with Judith Marsh regarding the drainage issues and Operation Watershed and at the time she confirmed that sourcing the S106 money would potentially be quicker. Co-opted member Olsen-Bedford raised the point that if the S106 money was in question would it not be best to pursue the Operation Watershed money as well. The Committee agreed and the Assistant Clerk will inform the Clerk about this. A Councillor raised the question about why the Reeds Lane working group was now not being used, the Chair explained that at the moment it is better placed to have the specific committees looking after the project whilst working closely with the Sayers Common representatives. The Chair asked for feedback on ways the Community Engagement committee can best engage with the Sayers Common residents on what is currently happening with the park. It was agreed that the Clerk would draft a letter/poster which could be displayed in the Community Shop, Facebook page, website and notice boards. This draft would be sent to Cllr Jee and Cllr Sampson before it is published.

CE20/21.006.07 Rotary Club Involvement – The committee noted that on the 1st April 2020 the Sussex Vale Rotary Club contacted the Assistant Clerk for ideas on how to provide support for those in need across our area. The Chair of the Community Engagement committee contacted the Rotary Club directly and gave several ideas, such as activity packs for children and providing board games, puzzles, books etc.. to Ladymead Nursing home. On the 1st May the Chair received an email from the Rotary Club confirming that they had provided Children activity packs ready for distribution by the Hurstpierpoint food bank. They had also provided four large jigsaws to the Ladymead nursing home.

CE20/21.006.08 **#Lovewhereyoulive with Keep Britain Tidy Campaign –** The Chair briefed the committee on the concerns raised by the Strategic Policy group regarding the increase of litter, fly tipping, dog poo and general waste in the Parish. The Committee fully agreed that this has now become an issue that needs prioritising. The Chair explained about the free posters and web campaigns that can be used straight away. The Committee agreed to go ahead with these and Cllr Lank offered his services to help display any posters around the villages. The Assistant Clerk was asked to investigate the costs and benefits of joining the Keep Britain Tidy network. The Committee discussed the dog poo issues and which campaign may work best for the Parish. It was agreed that the 'Dog Poo Fairy' concept was best and could be easily started once the posters and stickers had been purchased. The Assistant Clerk was asked to produce a briefing note on costs that can be taken to the Finance and Governance committee. A

Councillor voiced the need to stop the dog poo issue as it will start to affect the quality of life in the community and the potential dangers to young children.

RECOMMENDATION: The committee AGREED to use the free posters and social media campaigns from Keep Britain Tidy. The committee DISCUSSED options of using the 'Dog Poo Fairy' and 'Were watching you' campaigns for the future.

CE20/21.007. Publicity: The Committee noted the following:

CE20/21.007.01 Newsletter –. A newsletter was due to be distributed in June however this was postponed as most of the information was no longer relevant. Instead, information leaflets giving phone numbers, websites and email addresses of groups and organisations that could help during COVID-19 have been sent out to the residents of Hurstpierpoint and Sayers Common. Three information leaflets have been successfully delivered to all the residents in the parish by a group of young volunteers organised by a local resident and her daughter. Cllr Shorrocks and Majsai also assisted in the distribution and all parties have been thanked by the Full Council.

CE20/21.007.02 Website – The Chair confirmed that the draft website should be received week commencing the 15th June 2020 and this will be reviewed by the Website Working group. The Chair stressed that there had been communication issues with the developer, but an email was received last week confirming the draft will be sent to the Assistant Clerk.

CE20/21.007.03 Social Media – The Committee noted that the Facebook page has been regularly used to post all COVID-19 updates including useful links and organisations that can help anyone who is vulnerable or in need. A Councillor questioned whether we should be using twitter as a forum as well. The feedback from the committee was twitter is used for short, sharp, current or instant messages so may not be best placed for a Parish Council. It was agreed to carry on using the Parish Council Facebook page alongside the Hub but priority is the new Website.

Meeting Closed: 8:46pm