PARISH ACTION PLAN (ROLLING PROGRAMME)

Revision 15: Dated 19.02.2021

Introduction

1. This Parish Action Plan was originally produced following the publication of the Parish Council's Parish Community Life Plan 2016-21, in June 2016. At its meeting 28 July 2016 (Minute C16/034.4) the Council agreed to adopt the Parish Community Life Plan and to then produce this Action Plan. The purpose of this Plan is to distil the themes and aspirations of the Community Life Plan into specific tasks, with appropriate timescales and cost projections, and to identify the necessary resources.

2. The Parish Council has other projects and aspirations, which have emerged through the Neighbourhood Plan (published March 2015), the Council's Infrastructure Programme, and Committee decisions. It is intended that this Parish Action Plan captures all these initiatives.

3. At its meeting on 22 October 2020, the Parish Council agreed that it will become a rolling action plan without a specific start and end date that will be reviewed by each Committee at every meeting and updated more formally every six months by the Finance & Governance Committee with a recommendation to Council.

4. Actions that have been completed and closed, are moved to the final page of the Plan for information purposes.

5. Version 12 was agreed and adopted at the Parish Council meeting on 26 November 2020.

6. This Version 13 was presented to the Estates & Facilities Management Committee on 11 February 2021 with additional actions No. 34 & 35.

7. Version 14 is made following amendments at the Estates & Facilities Management Committee on 11 February 2021 to the wording of Actions No. 16, 18 and No. 34.

8. Version 15 is made following amendments at the Finance & Governance Committee on 18 February 2021 with the addition of Action No. 36.

HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL

PARISH ACTION PLAN

Ref:	Topic	Description	Timeline	Cost	Funding	Comment and action	Committee
1	**Communications (2)**	Continue to improve communications with residents and organisations in the parish	2020-21	£4,000 £1,200	Revenue	Implement new newsletter schedule at reduced cost on recycled paper. Implement new monthly Hurst Life schedule **Update August 2020 – both of the above actioned** Improve Annual Parish Meeting with the aim of increasing participation Attend St Lawrence fair with improved stand/displays etc **Update August 2020 – both of the above cancelled due to C-19** Explore increasing PC presence at other key events. Participate in joint surgeries with WSCC/MSDC councillors **Update August 2020 – 3 leaflets of useful information delivered to all households during C-19 lockdown**	Community Engagement
2	**Communications (3)**	Improve reception in the Parish for the benefit of residents and businesses.	2020-21			Liaison with mobile phone network providers	Community Engagement
3	**Community (1)**	Young People Promote increased opportunities and support for local young people	2020-21	nil	nil	Chair/Vice-Chair to continue to attend Mid-Sussex Health and Wellbeing Network to develop relationships with agencies/charities etc. Positive Placements Continue to encourage/enable sexual health and mental health teams to use Court Bushes community hub Promote/develop youth activities at Court Bushes through CB Users Group Encourage involvement of young people in developing and enacting council 'environment policy' **Update August 2020 - all of the above on hold due to C-19**	Community Engagement
4	**Community (2)**	Inform residents of, and support, opportunities for older people.	2016 onwards	nil	nil	Develop and regularly review Dementia Awareness Project Publicise and support Memory Moments Café in order to increase to bi-monthly Chair/Vice-Chair to continue to attend Mid-Sussex Health and Wellbeing Network to develop relationships with agencies/charities etc. **Update August 2020 - all of the above on hold due to C-19**	Community Engagement
5	**Community (4,5)**	Support important parish events Develop a more robust system for awarding grants	2020 onwards	(5,000 grants)	Revenue	Through attendance and/or grants Review process **Update August 2020 - actioned** Monitor that process is being followed and outcomes of grants awarded	Community Engagement

Ref:	Topic	Description	Timeline	Cost	Funding	Comment and action	Committee
6	**Community (quality of life) (3)**	To improve the health and wellbeing of residents especially those who are vulnerable	2020 onwards	2,000 grants 2,000 projects	Revenue	Improve access for residents to support/health services and groups through: Publicising local services **Update August 2020 – 3 leaflets of useful information delivered to all households during C-19 lockdown** Encouraging/facilitating groups/services to use our facilities Approaching services where we have gaps Building links with existing services e.g. Mid Sussex Health Care (health centre)/library/church Supporting/initiating events that support wellbeing e.g. Hurst Meadows walks	Community Engagement
7	**Community safety & enforcement (1,3)**	Support action to make people aware and receive information about fraud. Explore ways to help extend Neighbourhood Watch schemes to cover the whole of the Parish.	2016 onwards	nil	nil	Host annual anti-fraud event organised by Sussex Police **Update August 2020 – actioned** Develop relationship with new named PCSO for our parish	Community Engagement
8	**Shopping and Employment (1)**	Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop Schemes shall be introduced to improve the pedestrian environment, to encourage the retailing sector	2016 onwards	£6000	Revenue	Village Garden Updated 20189 **Update Nov 2019: Enhanced Christmas lights in High Street and Village Garden** Summer planters for village garden Christmas lights including tree **Update August 2020 – both of the above actioned** From Neighbourhood Plan – February 2015. High Street Improvements Scheme (2015) has contributed to this	Community Engagement
9	**Shopping and Employment (3)**	Explore ways in which the Parish Council can enable more employment opportunities in the Parish	2020			Formalise PC preference for using local businesses to provide services	Community Engagement
10	**Employment Aim 2: (Superfast) Broadband**	West Sussex County Council and the Rural Broadband Partnership will be encouraged to promote superfast broadband coverage with the aim of ensuring that the entire parish is designated as either black or grey area status	2016 onwards	nil	nil	From Neighbourhood Plan – February 2015. **Update Nov 2019: WSCC now progressing this issue from 31.08.2017**	Community Engagement
11	**Transport Aim 8: Public Transport**	Options will be explored to provide adequate public transport facilities in the parts of the Parish currently under-served	2016 onwards			Explore what public transport needs are Publicise where transport does exist e.g. to Pauline Shaw centre Hassocks	Community Engagement
12	**Community seats**	Ongoing provision of replacement and new seats around the Parish.	2016 onwards	£6,000 pa	Revenue and s106 funds	**Update Dec 19: Programme continuing.**	Community Engagement

Ref:	Topic	Description	Timeline	Cost	Funding	Comment and action	Committee
13	**Emergency Plan**	Update	2019 onwards			**Update August 2020 - actioned** Note - review annually	Community Engagement
14	**Reeds Lane Play Area**	Provision of replacement equipment	2020	22,500 (including MSDC 17,500)	S106 funds	Monitor project to ensure completion Review Reeds Lane rec when equipment in place **Update Dec 19: Chairman is liaising with MSDC re S106 funding of £17,500 due to delay in receiving S106 monies from Kingsland Laines development.** **Update August 2020 – see briefing note E+F 07/20**	Community Engagement Council
15	**Heritage Trail**	Provision of Trail around Hurstpierpoint	2017 - 2019	C £20,000	S106 funds Revenue, Other grants	Council 26 May 2016 – Minute 16/011.4 Scheme to be developed and promoted by Parish Council. **Update Nov 2019: Sketch design placed on hold. Further planning work to be undertaken.** **Update August 2020 – Hurst Society now leading on this. Joint working group has been formed.**	Community Engagement
16	**Hurst Meadows – Hurstpierpoint**	Securing and implementing new parkland areas: Highfield Drive parkland Little Park parkland	2016 - 2018	£95,000 Then £6,000 pa	S106 funds Revenue, draw-down of commuted s106 fund. Other grants	From Infrastructure Programme (June 2016) From Neighbourhood Plan – February 2015. Parkland at Highfield Drive (9 Ac) and Little Park Farm (40Ac) to be transferred to Parish Council. Parkland preparatory works. Ancient Woodland transfer completed. Ongoing maintenance and development of conservation projects. Marchant Close access Boardwalk design completed, waiting to hear from environmental officer @ MSDC before planning application made. Update Nov 2019: Highfield Drive meadows acquired (August 2017) and preparatory works completed. Little Park meadows acquired January 2018 and preparatory works completed October 2018. Woodland areas transferred January 2019 and initial preparatory works completed April 2019. Waiting for information to submit planning application for boardwalk and consultation with residents of Marchants Close. Update Nov 2020 – Ecology appraisal completed for Marchants Close Boardwalk in June 2020. **Project currently on hold.**	Estates & Facilities Management
18	**Countryside & Environment (1)**	Continue supporting the local Environmental Groups and manage the ongoing development and enjoyment of the countryside.	2020 onwards	Not known		Update Nov 2019 Hurst Meadows implementation in hand. Advisory Board involvement. Indigenous apple orchard planted autumn 2018. Walkabouts provided encouraging involvement in flora and fauna. Taking over Millennium Garden Trust in 2020. Update Nov 2020: Millennium Garden transferred to Parish Council on 1 April 2020. HMAG met on 27 Aug 2020. Woodland Management Plan dated January 2021. HMMG met on 20 Nov 2020. HMAG met on 2 Feb 2021. **Management Plan adopted by E&FM Cttee on 11 Feb 2021.**	Hurst Meadows Advisory Board Estates & Facilities Management

Ref:	Topic	Description	Timeline	Cost	Funding	Comment and action	Committee
20	**Shopping and Employment (2)**	Continue the Parish Council's efforts to alleviate car parking problems in Hurstpierpoint.	2016 onwards	Not known	Not known. MSDC is the parking authority.	From Community Life Plan. **Update Nov 19: Investigations ongoing to locate additional sites.**	Highways & Cycleways Joint Council WG
21	**Countryside Aim 1: Quiet Lanes:**	The Highway Authority shall be encouraged to identify and implement 'Quiet Lanes' to reduce vehicular speeds and encourage shared space between vehicles, pedestrians, cyclists and equestrians	2016 onwards	nil	nil	From Neighbourhood Plan – February 2015. Identify specific lanes and encourage WSCC to designate. Specify requirements **WSCC advised of requirements.** **Opportunities explored at WG to enable** **Update Nov 2019: Quiet Lanes Motion being pursued by WSCC Member for Bolney and Hurstpierpoint**	Highways & Cycleways Joint Council WG
22	**Transport Aim 1: Safety 2**	Safety of road and footway users in our rural Parish is of paramount importance and this factor will be core to the detailed policies contained in the Plan.	2016 onwards	Not known	S106 funds (not identified)	From Neighbourhood Plan – February 2015. **Update Nov 2019: Ongoing in consideration of all planning applications.**	Highways & Cycleways Joint Council WG
23	**Transport Aim 2: Cuckfield Road:**	A scheme to manage traffic speeds and parking in Cuckfield Road, between Chalkers Lane and the High Street, will be introduced as part of the housing developments at Little Park and Chalkers Lane.	2017 onwards	Not known	S106 funds	From Neighbourhood Plan – February 2015. Liaise with WSCC to formulate traffic management scheme. This will be a WSCC scheme. **Update Nov 2019: Considered by Traffic + Parking Joint Councils group meeting 9 April 2019. Community Highway Scheme lodged with Highway Authority 7 March 2019. WSCC are now progressing this issue.**	Highways & Cycleways Joint Council WG
24	**Transport Aim 3: College Lane, Hurst Wickham**	A scheme to manage traffic congestion, pedestrian safety and parking will be investigated and where practicable implemented.	2017 onwards	Not known	S106 funds	From Neighbourhood Plan – February 2015. Liaise with WSCC to formulate traffic management scheme. This will be a WSCC scheme.	Highways & Cycleways Joint Council WG
25	**Transport Aim 4: Goddards Green**	Support will be given for a traffic management scheme to be introduced to prevent additional traffic from the Burgess Hill Northern Arc development, and the proposed Business Park at Goddards Green on the A2300, from using Cuckfield Road and Malthouse Lane.	2017 onwards	Not known	S106 funds	From Neighbourhood Plan – February 2015. Liaise with WSCC to formulate traffic management scheme. This will be a WSCC scheme. **Update Nov 2019: Community Highway Scheme continues to be progressed by WSCC for possible inclusion in Annual Delivery Plan for 2020/21**	Highways & Cycleways Joint Council WG

Ref:	Topic	Description	Timeline	Cost	Funding	Comment and action	Committee
26	**Transport Aim 5: Minor Roads**	Schemes will be introduced to improve safety on those roads that are co-used by vehicles, pedestrians, cyclists and horse-riders.	2017 onwards	Not known	Not known	From Neighbourhood Plan – February 2015. Liaise with WSCC to encourage appropriate traffic management schemes. **Update Nov 2019: A number of matters considered by Highways & Cycleways Joint Council WG meeting 28 October 2019. In line with the A2300 upgrade.**	Highways & Cycleways Joint Council WG
27	**Transport Aim 7: Off-street parking**	Strong efforts will be made to identify a suitable site for off-street parking, within a 5-minute walk of the High Street, Hurstpierpoint.				From Neighbourhood Plan – February 2015. See item 11 above. **Update Nov 2019: No new opportunities identified since further work undertaken on possible spaces on Cemetery Road/South Avenue.**	Highways & Cycleways Joint Council WG
28	**Albourne to Hassocks Cycle route**	Provision of safe cycle route, in conjunction with adjoining parishes.	2016 onwards	Not known	Not known	From Infrastructure Programme (June 2016) Feasibility study to be undertaken by WSCC with input from Parish Council. Implementation by WSCC. **Update Nov 2019: Preferred route has been identified and presented at the Highways & Cycleways Joint Council meeting 28 October 2019**	Highways & Cycleways Joint Council WG
29	**Countryside & Environment (2)**	Encourage energy saving and alternative power generation within the Parish.	2016 onwards	nil	nil	From Community Life Plan. **Update Nov 2019: Consider Parish Council responses to relevant planning applications**.	Planning & Environment
30	**Countryside Aim 2: Conservation Areas**	The Local Planning Authority shall be encouraged to review the existing Conservation Areas of Langton Lane, High Street, and Hurst Wickham for possible modification and extension	2016 onwards	nil	nil	From Neighbourhood Plan – February 2015. Work with and support Hurstpierpoint Society in their objectives for Conservation Areas. **Update Nov 2019: Hurstpierpoint Society being supported in dialogue with MSDC. New areas confirmed 2018.**	Planning & Environment
31	**Cemetery - new facility, St Georges Lane, Hurstpierpoint**	Investigate new cemetery provision in the Parish.	2017 onwards	Not known	Not known	From Infrastructure Programme (June 2016) Previous provision at St Georges Green to be reassessed. Consider possible search for an alternative site. **Update Nov 2019: One potential option had been rejected by landowner. Further investigations will be ongoing.**	Strategic Policy & Resources Panel
32	**Housing**	Consider ways that the Parish Council can help with delivering affordable housing and accommodation for local people and investigate costs involved with any such actions.	2016-21	£600,000 (say 6 units)	Borrowing	From Community Life Plan. Review Council land holding; investigate joint cooperation. Assume land cost is nil. Seek clarity on management of completed scheme. Update Nov 2019: Approaches in the past have been made to adjoining landowners of Council owned land behind old telephone exchange, regarding land assembly, but without success. At this stage no other opportunities are evident. **Update Jan 2020: Council agreed to refocus efforts on collaborative work with MSDC**	Strategic Policy & Resources Panel Council
33	**Parish Council office and meeting room**	Explore options. Proposals to Council.	2020 onwards			**Update Nov 2019: Initial brief prepared, WSCC Estates advised and waiting response.**	Strategic Policy & Resources Panel

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34	**Provide Audio Visual Equipment for use in Meetings/by Groups**	Explore costs and specification. Apply for external funding. Proposals to Council.	2021 onwards	£6,000 (Village Centre)	External Funding Sought	**February 2021: Two quotes supplied. Application made to MSDC for funding. Explore provision for Court Bushes in future.**	Estates & Facilities
35	**Surfacing repairs for Pit Road and South Lane**	Pot hole repairs required to unmade gravel roads.	Summer 2021	£8,000 Highways Projects	Budgeted for in 2021/22	**Three quotes received for budgeting purposes. Revisit quotes in April 2021. Residents to be written to. Work to commence Summer 2021.**	Estates & Facilities
36	**Review of Risk Management Policy and Suite of Documents**	To review the suite of documents that make up the Parish Council's Risk Management Policy, Risk Register, business continuity plan and risk assessments	July 2021	Officer and Cllr Time	N.A.	**The Finance & Governance Committee resolved on 18 February 2021 to carry out further work on revising the RM Policy, Register, BCP/Disaster Recovery and suite of documents for consideration at the July 2021 F&G Committee.**	Finance & Governance

COMPLETED ITEMS

Ref:	Topic	Description	Timeline	Cost	Funding	Comment and action	Committee
	Village Centre Management	Parish Council taking on Trustee of Hurstpierpoint Village Centre	2019			**Completed May 2019**	Council
	Gateways	Placed on verges in main entrances/exits to Hurstpierpoint and Sayers Common	2019	£20,000	S106 funds revenue	**Completed January 2019**	Estates & Facilities Management
	Court Bushes Community Hub	Acquisition of building and refurbishment. Partner with local groups to provide community activities and services for all sections of local community				Council 26 October 2017 (Minute C17/061) **Completed May 2019**	Estates & Facilities Management Court Bushes Advisory Group
	Bus Shelter	New Northbound Bus Shelter on London Road, Sayers Common	2019	£10,000	S106 funds	**Completed December 2019**	Finance & Governance
	Community safety + enforcement (2) :	Enter discussions with the responsible authorities about introducing a Community Warden Scheme.	2016 - 21	nil	nil	**From Community Life Plan.** **Investigations reveal that Community Wardens would not operate in the Mid Sussex district.** **Update Dec 2019: Future discussions with MSDC to be considered.** **Update Jan 2020: Not taken forward**	Strategic Policy & Resources Panel Council
17	**Latchetts Lane drainage**	Installation of drain and culvert	2019-20	C£1,500		**Update Nov 2019: Application made through WSCC Operation Watershed for works to be carried out.** **Update Nov 2020: Latchetts Lane Surface improvement and drainage works completed by WSCC August 2020.**	Estates & Facilities Management
19	**Staff Handbook**	Draft Proposal to Gov + Staff Panel Council approval	2020 onwards			**Update Nov 2019: Draft prepared put on hold waiting for appointment of new clerk.** **Update Nov 2020: Staff Handbooks agreed at Council on 26 Mar 2020 and issued to staff.**	Finance & Governance Council