

PARISH ACTION PLAN (ROLLING PROGRAMME)

Revision 18: Dated 03.09.2021

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.
9. Version 15 is adopted by Council on 25 February 2021.
10. Version 16 is made following amendments at the Estates & Facilities Management Committee on 4 May 2021 to conclude projects 16 and 18 and add projects 36 to 41.
11. Version 17 is made following amendments at the Estates & Facilities Management Committee on 8 July 2021 to give updates on projects 34 & 38
12. Version 18 is made following amendments at the Planning & Environment Committee on 2 September 2021 to close project 30, the Estates & Facilities Management Committee on 9 September 2021 which updated items 34-41 and the Highways, Cycleways and Footpaths Joint Council Working Group Meeting on 20 September 2021 which updated items 20-28.

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 |

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

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| 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 |

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| 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 Update July 2021 – see Minutes E&FM 8th July 21 EF12/22.006 | 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 |
| 20 | Shopping and Employment | 1)Continue the Parish Council's efforts to alleviate car parking problems in Hurstpierpoint. 2)Strong efforts will be made to identify a suitable site for off-street parking, within a 5-minute walk of the High Street, 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. Update Sept 2021: Merged Action 20 with old Action 27 (now point 2). The Parish Council is still looking for a new car park but there is no obvious location. | 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. Update Sept 2021: The Clerk to re-confirm the list of Quiet Lane with Cllr Evans and include as feedback to the WSCC Draft Transport Plan consultation. | 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 Neighbourhood Plan. | 2016 onwards | Not known | S106 funds (not identified) | From Neighbourhood Plan – February 2015. Update Nov 2019: Ongoing in consideration of all planning applications. Update Sept 2021: Advice given to MSDC to improve Little Park Farm Construction Management Plan to safeguard road users around St Lawrence Primary School. | Highways & Cycleways Joint Council WG |

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| 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. Update Sept 2021: This scheme remains part of the CHS. The Bovis traffic survey is still being pursued by MSDC. | 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. Update Sept 2021: 30mph scheme included in CHS. | 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. Update Sept 2021: Ongoing. The PC has pressed very hard with WSCC so all HGV's turn right out of the depot. Positive outcome and will be monitored. Agreed at 20.09.21 meeting – no further action required at this time. | Highways & Cycleways Joint Council WG |
| 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. Update Sept 2021: Ongoing. New Way Lane was investigated during lock-down due to an increase in conflicts. Agreed at 20.09.21 meeting – no further action required at this time. | 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. Update Sept 2021: Hurst Meadows section reviewed. Additional route to be added - north of the village to the triangle via Hurst Meadows. | Highways & Cycleways Joint Council WG |

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| 29 | Countryside & Environment | 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. Update 2 September 2021 – Ongoing. | 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 |
| 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. April 2021: Successful £5k grant to MSDC for funding. To be presented to VC Trustees on 23 July 2021. Explore provision for Court Bushes in future. Update July 21 – No Quote received, LC to chase up company, confirmation of £5k not time sensitive ahead of Trustee meeting. | Estates & Facilities |
| 35 | Surfacing repairs for Pit Road and South Lane | Pot hole repairs required to unmade gravel roads. | Summer 2021 | £18,000 Highways Projects | Budgeted for in 2021/22 | Three quotes received for budgeting purposes. Residents to be consulted July 2021. Budget and EMR created. Revisit quotes in July 2021. Work to commence late Summer 2021. | Estates & Facilities |
| 36 | Hurst Meadows | Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021. | 2021 Onwards | £17,000 per annum | Ear Marked Reserves | Annual grass meadows cuts. Removal of docks and other invasive species. Introduce copse into Walnut Tree, Hovel Field and 15 Acre. Create copse in Edgerley through natural growth. Protect skylarks, butterfly surveys. Trees surveys 2022. Explore volunteering opportunities. | Estates & Facilities |
| 37 | Ancient Woodland | Implement Management Plan adopted by E&FM Cttee on 11 Feb 2021. | 2021 Onwards | Self Financing | Woodland Trust | Lost Woods Project partnership to improve the wood by thinning out trees, removing invasive species and allowing safe public access. Clearing the north/south ditch along the west edge of Tilley's Copse in conjunction with MSDC in September 2021. | Estates & Facilities |
| 38 | Reeds Lane Recreation Ground Play Equipment | Upgrade and refurbish the Reeds Lane Recreation Ground and play equipment. | 2021 Onwards | | Section 106 | Ditch maintenance £1950+VAT in August 2021. Refresh quotes for trim trail and basket swing with additional path, benches and bin. Apply for S106 at earliest opportunity (September 2021). | Estates & Facilities |
| 39 | Court Bushes Community Hub Decking | Install the decking outside the Court Bushes Community Hub Club Lounge (at present delayed by the lack of materials). | September 2021 | £11,000 | Section 106 | Contract awarded to VG Builders. Materials on order. Expected September 2021. | Estates & Facilities |

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| 40 | Court Bushes Community Hub Car Park | Re-surface the car park to include rework to car park edges/ boundary. | 2022 | TBC | Section 106 | Project to follow completion of decking (see item 39). | Estates & Facilities |
| 41 | Review of waste and dog bins service. | Street Furniture - review the current distribution and size of waste and dog bins, upgrade or move as required | Summer 2021 | TBC | Section 106? | Projects planned and in initial stages. All bins will receive numbering and monitoring in order to inform recommendations. | Estates & Facilities |
| 42 | 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 Buses 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 Buses 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 |
| 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. New gate and post and rail fence installed May 2021 instead. Project Completed May 2021 | Estates & Facilities Management |
| 17 | Latchetts Lane drainage | Installation of drain and culvert | 2019-20 | £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 |

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| 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. Project Completed. | Hurst Meadows Advisory Board 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 |
| 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. Update September 2021 – Action Merged with No. 20. | Highways & Cycleways Joint Council WG |
| 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 |