



V2: Parish Action Plan: Community Engagement Committee

- Liaison with community topics and local groups
- Allocation of grants
- Maintain and monitor emergency plan
- Supervise Council’s communications – website, noticeboards, newsletter, social media
- Develop and deliver agreed outputs from Parish Action Plan
- Manage in year committee budget within programme and delegation
- Identify and justify committee budget for future year

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1. Continue to improve communications with residents and organisations in the parish.	Improve Annual Parish Meeting with the aim of increasing participation.	On-going	May 2020 cancelled due to Covid-19. APM was held virtually in May 21 and attended by 66 members of the public. APM in 2022 will be a community event held at Court Bushes.	August 2020 November 2021	5600 £3,800	Revenue	The Events working group are meeting on 9 th December 2021 to start planning the 2022 APM.
	Participate in joint surgeries with WSCC/MSDC Councillors.	On-going	The PC will attend any surgeries organised by WSCC & MSDC.	November 2021			
	A communication strategy meeting will be held twice a year to review progress and actions needed.	On-going	A meeting was held in February and October 2021.	November 2021			



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3.Young People, promote increased opportunities and support for local young people.	Chair/Vice Chair to continue to attend Mid-Sussex Health and Wellbeing Network to develop relationships with agencies/charities.	2020 – On-going	On hold due to Covid-19 Chair attending virtual events.	August 2020 November 2021			
	Positive Placements.	On-going	On hold due to Covid-19	August 2020			
	Continue to encourage/enable sexual health and mental health teams to use Court Buses Community Hub.	On-going	On hold due to Covid –19	August 2020			
	Promote/develop youth activities at Court Buses.	On-going	On hold due to Covid-19 Youth offer meetings are being organised by the PC to ensure the future of the youth club and other activities. The Chair is involved in groups looking at developing Hurstpierpoint including a pump track, football pitches etc...	August 2020 November 2021			Proposed meeting for the 25 th January 2021 to discuss the youth offer.
	Encourage involvement of young people in developing and enacting council 'environmental policy'.	On-going	On hold due to Covid-19 The Chair is working on a draft environmental policy following the APM held in May 2021.	August 2020 November 2021			The Chair will include ideas from St Lawrence School & Downlands School regarding environmental issues affecting our parish which were discussed in the APM in 2021.



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4. Inform residents of, and support opportunities for older people.	Develop and regularly review Dementia Awareness Project.	2016 Onwards	On hold due to Covid-19 Memory Moments Café is open at Court Bushes Community Hub. 'Safe Place' project launched in October 2021.	August 2020 November 2021 November 2021			Training was held on 20 th October which 50 people attended. Organisations involved include the Library, Health Centre, Sayers Common Shop, Parish Office, Sussex Osteopath and Charlotte Grace Casuals.
5. Support important Parish Events.	Improve PC presence at Key Parish Events.	On-going	The Super Sunday weekend during the Hurst Festival was supported with a £2,500 grant. Santa Fun Sunday on the 5 th December 2021 is being supported through a Mid Sussex grant scheme organised by the PC.	November 2021 November 2021	5630 £2,500	Revenue	High Street Reps working closely with the traders to ensure they produce a 'shopping list' to gain the MSDC grant.



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6.To improve the health and wellbeing of residents especially those who are vulnerable.	Improve access for residents to support/health services and groups through:	2020 On-going			5640 & 5650 £2,000		
	Publicising local services.	On-going	3 leaflets of useful information delivered to all households during Covid-19 lockdown.	August 2020			Information regularly being shared in Hurst Life articles and the PC Facebook and website page.
	Encouraging/facilitating groups/services to use our facilities.	On-going	Chair speaking to groups at the Health & wellbeing network events.	November 2021			
	Approaching services where we have gaps.	On-going	Grants given to Refuge, Citizen Advice and Young Minds of £500 per organisation to support young people.	November 2021			
	Building links with existing services e.g., Mid Sussex Health Care (health centre)/library/Church.	On-going	Links have been made through the 'Safe Place' project held in October 2021 with the Health Centre and Library.	November 2021			
	Supporting/initiating events that support wellbeing e.g., Hurst Meadows walks.	On-going	A programme of Hurst Meadows walks/activities is in the planning stages for 2022	November 2021			



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7.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.	Host regular anti-fraud event organised by Sussex Police.	2016 Onwards	Event held in March 2020	August 2020			40 residents attended the event.
	Invite PCSO to regularly visit the Parish Office and attend the Community Engagement meetings.	On-going	The PCSO's have regularly been coming to the Parish Office to discuss any problems.	November 2021			
	Link with the neighbourhood co-ordinator.	On-going	CLlr Lank to update the committee when a new co-ordinator is appointed in Hurstpierpoint.	November 2021			
8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	High Street reps to work with traders to help to boost the High Street.	On-going	High Street reps are in discussion with the traders.	November 2021	5610 £6,000		
9.Explore ways in which the Parish Council can enable more employment opportunities in the Parish.	The committee will work with the Welcome Back Fund consultant appointed by MSDC to identify local employment opportunities for the parish.	2022 - 2023	The High Street reps will be working closely with MSDC appointed consultant, High St traders etc...	January 2022			



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11. Options will be explored to provide adequate public transport facilities in the parts of the Parish currently under-served.	Continue to press for better public transport links when opportunities present themselves.	2016 Onwards	Request for the 100-bus route to change submitted to West Sussex and will be reviewed in the wider bus review.	November 2021			
	Publicise where transport does exist e.g., to Pauline Shaw Centre, Hassocks	On-going	Public transport being advertised in the PC Hurst Life pages, website, and Facebook pages.	November 2021			
13. Emergency Plan.	Review Annually.	2019 Onwards	Actioned Review to take place in 2021	August 2020 November 2021			
14. Reeds Lane Play Area. Provision of replacement equipment.	Monitor project to ensure completion.	On-going	Chairman is liaising with MSDC re S106 funding of £17,500 due to delay in receiving S106 monies from Kingsland Laines development. Drainage investigations and plans overseen by the Estates & Facilities committee. Phase one of the play equipment being installed in January 2022.	August 2020 see briefing note E&F 07/20 November 2021	£22,500 (including MSDC £17,500)	S106 Funds	The PC asked for Sayers Common children to help design/suggest ideas for the playground. 12 ideas were sent into the PC office and displayed on the PC Facebook page.
	When Phase one is completed review Reeds Lane Rec.	On-going	On-going	November 2021			



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REMOVED ITEMS BY COMMUNITY ENGAGEMENT COMMITTEE

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
2.Improve reception in the Parish for the benefit of residents and businesses.	Liaison with mobile phone network providers.	2020-21	The Committee agreed to remove this item as the Parish Council could not make an impact on the situation.	November 2021			REMOVED

COMPLETED ITEMS BY COMMUNITY ENGAGEMENT COMMITTEE

Objective	Planned Action	By When	Status	Last Updated	Budget & Code if applicable	Resources	Notes
1.Continue to improve communications with residents and organisations in the parish.	Implement new newsletter schedule at reduced cost on recycled paper.	2020-21	Implemented 3 leaflets of useful information delivered to all households during C-19 lockdown	August 2020			COMPLETED
1.Continue to improve communications with residents and organisations in the parish.	Implement new monthly Hurst Life schedule.	2020-2021	Implemented	August 2020			COMPLETED



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1.Continue to improve communications with residents and organisations in the parish.	Increase Hurst Life pages to two per article to increase information for residents.	2021	Implemented	January 2020			COMPLETED
4.Inform residents of, and support opportunities for older people.	Publicise and support Memory Moments Café in order to increase to bi-monthly.		On hold due to Covid-19 Advertised regularly in Hurst Life, Facebook page, and the PC Website. A volunteering request was added in our Hurst Life article, the Facebook and Website page for the café. The Memory Moments Café is increasing to bi-monthly from Feb 2022.	August 2020 November 2021 December 2021			Know Dementia confirmed they had received enquiries about volunteering through our publicity All bi monthly bookings have been confirmed for 2022. COMPLETED
5.Develop a more robust system for awarding grants.	Review Process. Monitor the process is being followed and outcomes of grants awarded.		Actioned	August 2020			COMPLETED
8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	Village Garden.	2016 Onwards	Enhance Christmas lights in High Street and Village Gardens.	August 2020			COMPLETED
8.Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	Summer planters for the Village Garden.		Actioned	August 2020			COMPLETED



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8. Work closely with local businesses to make Hurstpierpoint a more attractive place to visit and shop.	Christmas Lights including tree.		Actioned. Nine Christmas column lights added to Sayers Common.	August 2020 November 2021			Christmas column motifs purchased to be attached to nine light columns in Sayers Common along the B2118. COMPLETED
8. Schemes shall be introduced to improve the pedestrian environment, to encourage the retailing sector.			(Neighbourhood Plan – February 2015, High Street Improvement Scheme (2015) have contributed to the actions).				COMPLETED
9. Explore ways in which the Parish Council can enable more employment opportunities in the Parish.	Formalise PC preference for using local businesses to provide services.	20202	PC has a preference for local contractors and will seek out local companies where possible.	November 2021			COMPLETED



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10. 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.	From Neighbourhood Plan – February 2015.	2016 Onwards	WSSCC now progressing with this issue from 31.8.2017 Broadband partnership and funding are now available through West Sussex to Hurstpierpoint and Sayers Common residents. This would be organised by a representative of the road/community.	November 2019 November 2021			No more action can be taken as a PC as West Sussex has set up a partnership and funding scheme. COMPLETED
12. Ongoing provision of replacement and new seats around the Parish.	Programme Continuing.	2016 Onwards	The December 2021 Hurst Life article includes a request for information on benches.	December 2019 November 2021			COMPLETED
15. Heritage Trail Provision of Trail around Hurstpierpoint.	Scheme to be developed and promoted by Parish Council. Council 26 May 2016 – Minute 16/011.4.	2017-2019	Sketch design placed on hold. Further planning to be undertaken. Hurst Society now leading on this. Joint working group has been formed. Heritage Trail live August 2021 advertised regularly in Hurst Life, Facebook page and website. Positive feedback from residents.	November 2019 August 2020 November 2021	£6,000	Revenue	COMPLETED